



**Division of Criminal Justice
Police Training Commission**

**AGENCY TRAINING
for the
BASIC COURSE FOR
POLICE OFFICERS
and
BASIC COURSE FOR
CLASS TWO SPECIAL
LAW ENFORCEMENT
OFFICERS**

Section 2

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**New Jersey Department of Law & Public Safety
Division of Criminal Justice**

<i>Agency Training</i>

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UNIT GOAL 1.2

The trainee will understand the authority and powers of his/her position and the police officer's role within the community.

UNIT DESCRIPTION

This unit covers the specific statutory provisions that authorize an officer to carry a weapon, conduct investigations, serve subpoenas, and make arrests. Also discussed are the professional qualities that the officer should seek to develop and the officer's role as a public servant and protector of the community.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 1.2.1 The trainee will identify the statutory authority of his/her position.
- 1.2.3 The trainee will identify the geographic boundaries of his/her jurisdiction and authority.

Performance Objective 1.2.1

The trainee will identify the statutory authority of his/her position.

I. Authorities.

Note: Identify the statutory powers for your agency.

A. Municipal Police.

Title 40A:14-118 Police force; creation and establishment; regulation; members; chief of police; powers and duties. The governing body of any municipality, by ordinance, may create and establish, as an executive and enforcement function of municipal government, a police force, whether as a department or as a division, bureau or other agency thereof and provide for the maintenance, regulation and control thereof.

B. Sheriffs' Officers.

40A:9-117.6 Sheriff's officers; appointment; duties. The sheriff of each county shall, subject to the budget of the county, appoint such persons as may be necessary, to the position of sheriff's officer, pursuant to the provisions of Title 11 of the Revised Statutes, where applicable, to perform the duties involved in attending the courts heretofore performed by court attendants, or in serving court processes, or in the investigation and apprehension of violators of the law, or in criminal identification, or in ballistics, or in any related work which the sheriff shall, from time to time prescribe and as shall be determined to be appropriate by the Civil Service Commission.

C. Sheriff's Investigator.

40A:9-117a. Sheriff's investigators. The sheriff of each county may appoint a number of persons, not to exceed 15% of the total number of sheriff's officers employed by the sheriff and set forth in the sheriff's table of organization in the county budget, to the position of sheriff's investigator. All sheriff's investigators shall serve at the pleasure of the sheriff making their appointment and shall be included in the unclassified service of the civil service.

A sheriff's investigator appointed pursuant to this section shall have the same compensation, benefits, powers and police officer status as is granted to sheriff's officers. The duties of sheriff's investigators shall be law enforcement investigations and related duties.

D. Campus Police.

18A:6-4.5. Powers. Every person so appointed and commissioned shall, while going to and from his place of duty and while in actual performance of his official duties within the State, possess all the powers of policemen and constables in criminal cases and offenses against the law, pursuant to any limitations as may be imposed by the governing body of the institution which appointed and commissioned the person.

E. Others:

1. Deputy Sheriffs. *N.J.S.A. 40A:9-117.3*
2. N .J. Transit. *N.J.S.A. 48:3-38 et seq.*
3. Housing Police *N.J.S.A. 40A:14-146.2 et seq.*
4. Campus Police *N.J.S.A. 18A:6-4.2*
5. Class II Special Law Enforcement Officer *N.J.S.A. 40A:14-146.8 et seq.*
6. Class I Special Law Enforcement Officer *N.J.S.A. 40A:14-146.8 et seq.*

Performance Objective 1.2.3

The trainee will identify the geographic boundaries of his/her jurisdiction and authority.

I. Geographic Boundaries.

A. Distribute map. Identify and describe the geographic boundaries of your agency's authority.

UNIT GOAL 1.5

The trainee will acquire a knowledge of the relevant policies, procedures and rules and regulations that govern the operations and activities of the employing agency. The trainee will also know the employing agency's chain of command.

UNIT DESCRIPTION

This unit introduces the trainee to the organizational structure and jurisdiction of his or her agency, the terms to describe the organizational structure, the concept of chain of command, the necessity for a chain of command in police work, and the resulting requirements that an officer follow orders. This unit also discusses agency policies, rules and regulations.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 1.5.3 The trainee will describe the organization and chain of command of his or her own agency.
- 1.5.6 The trainee will identify pertinent rules, regulations, policies and procedures of the employing agency in the following areas.
 - A. Personnel (general work rules, outside employment, grievance procedures, standards of conduct on and off duty, etc.)
 - B. Dissemination of documents or files
 - C. Firearms policy
 - D. Handling calls and outside communications
 - E. Bias incident reporting and investigation
 - F. Responding to a crime in progress
 - G. Observing a motor vehicle violation
 - H. Disposition of vicious or attacking animals
 - I. Unusual occurrences
 - J. Interactions with citizens
 - K. Crime scene access and preservation
- 1.5.7 The trainee will outline the agency procedures for informing personnel of pertinent communications.
- 1.5.8 The trainee will have a working knowledge of specialized agency equipment, including computers, necessary to the performance of his or her duties.

- 1.5.9 The trainee will identify the employing agency's policy and procedures concerning the receipt and investigation of citizen complaints against law enforcement officers and agencies and complaints against public officials.

Performance Objective 1.5.3

The trainee will describe the organization and chain of command of his or her own agency.

I. Organization of Police Agencies.

Organization can be defined as “the arrangement and utilization of total resources of personnel and material in such a way as to make easier and to expedite the attainment of specified objectives in an efficient, effective, economical, and harmonious manner.” To attain their objectives and to carry out their missions, police agencies, like other bureaucratic entities, are organized in hierarchal structures. The schematic representation of the organizational structure of an agency is often depicted on an organizational chart. Historically, police agencies have been organized in a quasi-military style.

Lecture/Discussion

1. Tell trainee what the term “organization” means.
2. Discuss why police agencies need to be organized.
3. Discuss how police agencies are organized.

II. Chain of Command.

Chain of command refers to the flow of information through organizational channels. Orders and policy flow down from the chief of police to all levels of the organization and reports flow upward through them. The military structure of policing relies heavily on the establishment and maintenance of a chain of command.

A. Purposes of a Chain of Command.

The chain of command facilitates the delegation of authority and the placing of responsibility, with the end purpose of ensuring supervision and coordination.

B. Problems Affecting the Chain of Command.

Serious communication problems may arise when the chain of command is broken.

Lecture/Discussion

1. Tell trainees what the term “chain of command” means.
2. Identify the purposes of the chain of command.
3. Ask trainees to identify the outcome of breaks in the chain of command.

III. Functional Units of the Police Agency.

Depending on the size of the agency, functional units may be described in the following terms:

- A. Bureau.** Largest unit within the agency, generally reserved for large organizations; e.g., Field Operations Bureau, Administrative Services Bureau, etc.
- B. Division.** A primary subdivision of a bureau; e.g., Patrol, Traffic, and Youth (Juvenile) Divisions of the Field Operations Bureau.
- C. Section.** A functional unit within a division; e.g., Homicide Section of the Detective Division.
- D. Unit.** Further specialization within a section or an organizational subdivision which is too small to be given any special status, e.g., Emergency Services Unit.

Note: Identify your functional units.

IV. Geographical or Territorial Units.

- A. Post.** Fixed position where an individual is assigned; e.g., a traffic post located at a busy intersection.
- B. Beat.** An area designated for patrol, whether foot or motorized.
- C. Sector.** An area containing two or more beats or posts.
- D. District.** A geographical subdivision of a municipality for patrol purposes.

V. Time Units.

A. Shift.

The way in which the day is divided for purposes of assigning personnel; e.g., 8 a.m. to 4 p.m.; 4 p.m. to midnight; midnight to 8 a.m.

Sometimes overlapping shifts are used; e.g., 6 p.m. to 2 a.m. to overlap the 4 p.m. to midnight shift and the midnight to 8 a.m. shift.

B. Platoon.

1. Specified number of personnel making up a shift.
2. Platoon size depends upon size of department.

VI. Organizational Charting.

The police agency should be organized according to the type of job which needs to be done. The organizational grouping of tasks is usually depicted in an organizational chart.

Lecture/Discussion

Tell trainees how the new police officer fits into the organizational structure of the police agency. Review organizational chart.

Performance Objective 1.5.6

The trainee will identify pertinent rules, regulations, policies and procedures of the employing agency in the following areas:

- A. Personnel (general work rules, outside employment, grievance procedures, standards of conduct on and off duty, etc.)
- B. Dissemination of documents or files
- C. Firearms policy
- D. Handling calls and outside communications
- E. Bias incident reporting and investigation
- F. Responding to a crime in progress
- G. Observing a motor vehicle violation
- H. Disposition of vicious or attacking animals
- I. Unusual occurrences
- J. Interactions with citizens
- K. Crime scene access and preservation

I. Agency Policies, Rules and Regulations.

A. Policy. Should be written guidelines that direct the members of the organization in making decisions and in taking action in a situation.

B. Procedure. A step-by-step action for carrying out policy.

C. Rules and Regulations. Prescribed statements of action from which no deviation or exceptions are permitted.

Research Assignment

Ask the trainee to research his agency's policy regarding the following:

1. Standards of conduct on and off duty
2. Outside employment
3. Employees' grievance procedures
4. General work rules
5. Dissemination of documents or files
6. Firearms policy

7. Handling calls and outside communications
8. Bias incident reporting and investigation
9. Responding to a crime in progress
10. Observing a motor vehicle violation
11. Disposition of vicious or attacking animals
12. Unusual occurrences
13. Interactions with citizens
14. Crime scene access and preservation

Performance Objective 1.5.7

The trainee will outline the agency procedures for informing personnel of pertinent communications.

I. Types of Communications.**A. Written communications within the agency.** Transmitted in the following ways:

1. Additions to department manuals.
2. Issuance of a general order.
3. Special orders that generally only apply to specific components of the agency; e.g., patrol division, traffic division, homicide division, etc. These orders are used to identify procedures for events which are self-canceling, e.g., procedures for handling traffic control while a visiting dignitary is in town.

B. Teletype messages, usually of an emergency nature.**C. Departmental policy statements.****D. Wanted bulletins.** Posters describing persons or property wanted in connection with some law enforcement function.**E. New Jersey Division of Motor Vehicles bulletins.** Contain any and all pertinent information relating to changes made in Title 39 (Motor Vehicle Statutes of the State of New Jersey).**F. "Hot Sheets."** Bulletins usually issued daily, give a description of stolen vehicles.**G. County prosecutor's informational bulletins.****H. Websites such as www.njdcj.org.****I. Other.****Research Assignment**

Ask the trainee to research local agency procedures for informing personnel of pertinent communications: Department rules, regulations and orders.

Performance Objective 1.5.8

The trainee will have a working knowledge of specialized agency equipment, including computers, necessary to the performance of his or her duties.

I. Agency Equipment.

Familiarize trainee with all agency equipment used in his/her job to include:

- A. Computers**
- B. Copiers**
- C. Mobile Data Terminals**
- D. Radios**
- E. Vehicles**

Performance Objective 1.5.9

The trainee will identify the employing agency's policy and procedures concerning the receipt and investigation of citizen complaints against law enforcement officers and agencies and complaints against public officials.

I. Complaint Policy.

Familiarize trainees with agency procedures and policies on the receipt and investigation of:

- A. Citizen complaints relative to possible criminal activities.**
- B. Complaints against law enforcement officers.**
- C. Complaints against public officials.**

UNIT GOAL 3.2

The trainee will recognize the role requirements encompassed in the police responsibility to provide community service and the identifiable behaviors which greatly influence community attitudes toward law enforcement. The trainee will additionally recognize the community's expectations of a law enforcement officer and the stereotyped roles within which police officers are categorized.

UNIT DESCRIPTION

Interaction between the community and police is explained in the areas of police role in the community. Community expectation of police role and community attitudes toward the police, police stereotyping, effectiveness of police affirmative action programs, citizen evaluation, and factors which influence attitude formation are identified for the trainee. Through simulated situations, the trainee will be able to relate the basic concepts of police/community relations approaches when dealing with various human and community problems.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 3.2.11** The trainee will identify organizations, community groups, community programs, and governmental bodies within his/her jurisdiction where opportunities exist for the officer to perform community service activities during his/her free time. While not required, it is in keeping with community policing concepts for police officers to involve themselves in volunteer activities on the community level by participation in a wide variety of community service projects including volunteering time to work with youth, help out at a food kitchen, work with non-profit agencies and organizations serving the community. Employing agencies are urged to encourage their officers to participate in appropriate volunteer activities during their off-duty hours.

Performance Objective 3.2.11

The trainee will identify organizations, community groups, community programs, and governmental bodies within his/her jurisdiction where opportunities exist for the officer to perform community service activities during his/her free time.

While not required, it is in keeping with community policing concepts for police officers to involve themselves in volunteer activities on the community level by participation in a wide variety of community service projects including volunteering time to work with youth, help out at a food kitchen, work with non-profit agencies and organizations serving the community. Employing agencies are urged to encourage their officers to participate in appropriate volunteer activities during their off-duty hours

- I. Identify agencies, organizations in your jurisdiction where an officer may volunteer his or her time in a community service activity. Encourage the officer's participation.**

UNIT GOAL 3.3

The trainee will understand the techniques used for establishing community partnership as well as be able to identify key partners.

UNIT DESCRIPTION

The unit discusses the role of the police officer in organizing the community and creating partnerships. Emphasis is placed on identifying community partners and the steps needed to create these police-community partnerships.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 3.3.4 The trainee will identify existing community organizations within his/her jurisdiction.
- 3.3.5 The trainee will identify the schools, hospitals, recreational facilities, health and social service providers in his/her community.

Performance Objective 3.3.4

The trainee will identify existing community organizations within his/her jurisdiction.

- I. Identify all community service organizations in the jurisdiction of the employing agency and identify the services provided by each and who the membership represents. A list should be developed and distributed to trainees.**

Performance Objective 3.3.5

The trainee will identify the schools, hospitals, recreational facilities, health and social service providers in his/her community.

- I. Identify and create a map or directions to the location of the following facilities in the boundaries of the employing agency and the surrounding areas servicing the community:**
 - A. Schools**
 - B. Hospitals and clinics**
 - C. Recreational facilities**
 - D. Social service agencies**
 - E. Other health and social organizations**

UNIT GOAL 3.4

The trainee will understand the role of crime prevention in law enforcement and the importance of the benefits derived from effective crime prevention techniques. The trainee will be able to apply these techniques in specific situations.

UNIT DESCRIPTION

This unit emphasizes the importance of crime prevention in law enforcement. It provides the trainees with an understanding of the basic concepts of community crime prevention and the role that police officers should play in crime prevention activities.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 3.4.5 The trainee will identify at least two crime prevention programs in which citizens can participate.

Performance Objective 3.4.5

The trainee will identify at least two community crime prevention programs within his/her agency's jurisdiction in which citizens can participate.

I. Community Crime Prevention Programs.**A. Neighborhood Watch/Block Security Programs.**

1. Neighbors getting to know each other and working together with local law enforcement in program of mutual assistance.
2. Residents being trained to recognize and report suspicious activities in their neighborhoods. Use of block representatives and monitors.
3. Implementation of crime prevention techniques such as Home Security, Operation I.D., vacation residence checks, etc.
4. Use of volunteers for escort activities.

B. Operation I.D./Property Inventory.

1. Citizens are encouraged to mark their personal property; i.e., cameras, stereo, appliances, etc., with their driver license number/or other directed Owner Applied Number (OAN). Using the social security number is not advisable. Tax I.D. numbers or inventory number is good for business use.
2. Many law enforcement agencies provide electric engravers for the citizen to use, as well as labels or decals to attach to the home, indicating all valuables have been marked for identification by law enforcement.
3. Citizens are encouraged to make an inventory list of personal property (including manufacturer, model number, serial number, size, color, description) for insurance and stolen property reports and identification.
4. Photograph and Laser Identification for jewelry, heirlooms, etc.
5. Some benefits to law enforcement: facilitates apprehension, conviction and property return.

C. Community Radio Watch.

Citizen Band radio operators and companies that use mobile radios, i.e., taxis, delivery services, etc., are trained and encouraged to participate in crime reporting. Also, encourage citizens to report potential problems on their cell phones.

D. Citizen Patrol.

Programs designed to promote citizen involvement in surveillance and security patrols to supplement police may be effective in crime prevention. Because of the potential danger to participating citizens, extreme care must be taken in training and program implementation.

E. Retail and Industrial Crime Prevention Measures.

1. Operational procedures and policies.
2. Security surveys for retail establishments.
3. Advice and instructional materials aimed at reducing shoplifting, theft by deception, employee theft, credit card and check frauds.

F. Personal Safety/Sexual Assault Programs.

1. Focus on instructing targeted persons or groups on how to avoid and/or respond to situations which may result in victimization.
2. Specialized programs exist for women, children and the elderly.

G. Auto Theft Prevention.

Distribution of brochures and instructional materials explaining ways to reduce auto theft.

H. Youth Crime Prevention.

1. School Programs, i.e., TIPS, Local Programs, DARE, etc.
2. Exploring Cadets.
3. Truancy-Burglary.
4. Child Safety/Sexual Assault Prevention, i.e., Helping Hand, McGruff Safe House.
5. Bicycle theft prevention through improved security practices and registration.
Also, bicycle rodeos can be held.

UNIT GOAL 3.6

The trainee will be aware of the factors that constitute a culture and will be able to identify minority subcultures that are present in the state and his/her jurisdiction. The trainee will understand the nature of prejudice, the process of becoming prejudiced, and the ways in which prejudice can affect behavior by police officers. The trainee will be able to discriminate between police behavior which fosters effective minority community relations and police behavior which destroys effective minority community relations.

UNIT DESCRIPTION

This unit describes the factors that constitute a culture and identifies minority subcultures found in New Jersey. The unit explains the nature of prejudice, the process of becoming prejudiced, and the ways in which prejudice can affect the behavior of police officers. Ways to bridge cultural barriers are discussed.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 3.6.8 The trainee will identify minority subcultures existing in his/her jurisdiction.
- 3.6.9 The trainee will identify possible sources of cultural miscommunication within those subcultures identified in 3.6.8.
- 3.6.10 The trainee will identify ways to bridge cultural barriers with the community he/she serves.
- 3.6.11 The trainee will demonstrate a knowledge of basic oral communications and key law enforcement phrases in the native language (non-English) of at least one ethnic group/nationality in his/her jurisdiction.

Performance Objective 3.6.8

The trainee will identify minority subcultures living or working in his/her jurisdiction.

I. Identify all minority subcultures in the jurisdiction.

Performance Objective 3.6.9

The trainee will identify possible sources of cultural miscommunication between those subcultures identified in 3.6.8. and law enforcement agencies.

I. Non-verbal Communication and Style Differences.

There are differences from culture to culture on the use of non-verbal communications. In some cultures it could be an insult to look at an elder straight in the eye when being spoken to.

II. Body Gestures.

In other cultures, body gestures could be an insult or a compliment. A simple misunderstanding of the body language, as well as the spoken word, could cause frustration on the part of both the citizens and the police officer.

III. Misunderstanding the Meaning of Communication.

It is a misunderstanding of the meaning of what someone wishes to communicate that may cause a problem. Community policing principles dictate that we, in law enforcement, reach out to the community and develop an understanding of each other's needs and responsibilities.

Understanding that cultural prejudices may have come to us from a preconceived belief about a particular subculture, we must develop patience and understanding of the limitations of some to understand and accept the lifestyles of the community at large.

Remember, to be different is not necessarily wrong.

Lecture/Discussion

Through role play, demonstrate various miscommunications that can lead to misunderstanding.

Performance Objective 3.6.10

The trainee will identify ways to bridge cultural barriers within the community he/she serves.

A. Develop a value system that stresses:

1. Partnership/encourage community input.
2. Problem solving.
3. Empowerment.
4. Service-oriented police activities.
5. Order Maintenance.
6. Pro-active approach to crime.

B. Research differences and likenesses and encourage programs of understanding and change to bridge these differences. Develop a community profile.**C. Conduct a neighborhood survey in which you ask questions about the residents' perception of their community, the perception of government and the police, and about suggestions to improve the quality of life.****D. Be honest and have self-evaluation on your performance as a police officer, keeping in mind the tenets of community policing.****E. Take pride in the community in which you work. Note your accomplishments in improving the quality of life for the people you serve. Participate and develop programs aimed at addressing problems, such as "neighborhood watch groups."****F. Take part in activities geared toward the youth groups such as "mentoring or sports activities."****G. Become and stay highly visible and accessible to the community.**

Performance Objective 3.6.11

The trainee will demonstrate a knowledge of basic oral communications and key law enforcement phrases in the native language (non-English) of at least one ethnic group/nationality in his/her jurisdiction.

I. Basic non-English Communication Skills.

For each of the Non-English speaking minority subcultures identified in P.O. 3.6.8, have the trainees learn basic communication skills appropriate to the goals of community policing. A partial list of phrases that should be covered follows.

Since mastery of foreign languages, even on a rudimentary level, may take considerable time and practice, it is recommended that the employing agency develop and distribute written documents identifying, in both English and the appropriate foreign languages, phrases needed.

- A. Good morning; evening; night.**
- B. Hello; goodbye.**
- C. May I see your license and registration?**
- D. What is your address?**
- E. What is your name?**
- F. I am a police officer.**
- G. Stop.**
- H. Open the door.**
- I. Where are you going?**
- J. Are you injured?**
- K. Are you sick?**

UNIT GOAL 3.8

The trainee will understand the limitations of the police in handling special social problems. He/she will be familiar with the various social service and other agencies that serve his/her community and will possess the knowledge necessary to properly refer individuals. The trainee will recognize the benefits of his/her agency which can result from improved utilization of community resources.

UNIT DESCRIPTION

This unit emphasizes the responsibility of police officers to refer individuals with special problems to appropriate community agencies, and provides an identification of appropriate types of referral agencies. The unit describes services that private citizens can provide to assist law enforcement agencies and benefits to law enforcement agencies which can result from improved utilization of community resources.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 3.8.2 The trainee will identify and describe the services provided by a minimum of five (5) social service agencies which serve individuals in his/her community.

Performance Objective 3.8.2

The trainee will identify and describe the services provided by a minimum of five (5) social service agencies which serve individuals in his/her community.

I. Services Provided by Community Social Service Agencies.

The following is a list of the types of agencies that serve individuals with special problems.

A. Services to individuals with specific disabilities and their families.

B. Services to individuals with emotional problems.

C. Services to individuals facing death or loss of a family member.

D. Services to alcoholics and their families.

E. Services for family and child guidance problems.

F. Public health services.

G. Consumer services.

Lecture/Discussion

1. Invite a panel of representatives of local service agencies and one or more representatives of a police department to discuss social services provided by the agencies.
2. Panel members should respond to questions.

Research/Assignment

Assign trainees to complete community resource directories for use by their departments. The directory should include:

1. Name of agency
2. Hours of agency
3. Brief description of agency services

If the local department already has such a directory, the trainees should be assigned to update and expand the directory.

Lecture/Discussion

1. Emphasize the importance of the various social service agencies and their roles.
2. Explain how a police agency is in a position to direct an individual to a service agency.

UNIT GOAL 3.9

The trainee will possess knowledge of the general behavioral characteristics of adolescents. He/she will be able to identify common problems of youth which might provide motivation for delinquent behaviors and juvenile offenses commonly encountered by the patrol officer. The trainee will be aware of the patrol officer in dealing with juvenile matters and the potential effects of positive police officer-youth contact. He/she will be able to indicate effective procedures for dealing with juveniles engaged in delinquent and non-delinquent behavior.

UNIT DESCRIPTION

This unit describes the general behavioral characteristics of adolescents and common problems of youth which might provide motivation for delinquent behaviors. The unit emphasizes the role of the patrol officer in dealing with juvenile matters and the potential effect of positive police officer-youth contact.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 3.9.8 The trainee will identify the officer in his/her agency who has the primary responsibility to be the liaison between the department and the school system.
- 3.9.9 The trainee will identify programs or agencies in his/her jurisdiction who work with youth as part of a formal referral system.

Performance Objective 3.9.8

The trainee will identify the officer in his/her agency who has the primary responsibility to be the liaison between the department and the school system.

I. Police Liaison with the School System.

Identify the primary officer in the agency who serves as the liaison between the school system and the police.

II. Agency Policies Regarding Juveniles and School Contacts.

Identify agency policies relating to juvenile contact and contacts with the school system.

Performance Objective 3.9.9

The trainee will identify programs or agencies in his/her jurisdiction who work with youth as part of a formal referral system.

I. Youth Programs.

Identify all youth programs in the community and describe the referral procedure and contact persons.

UNIT GOAL 3.10

The trainee will recognize the responsibility of the police officer to deal with individuals with special needs. He/she will be able to identify and deal with a variety of associated behaviors and provide techniques and methods for dealing with them. In addition, the trainee will be aware of community agencies which serve individuals with special needs.

UNIT DESCRIPTION

This unit explains the responsibility of the police officer when dealing with individuals with special needs, identifies a variety of behaviors associated with these types of individuals and techniques for managing these behaviors. The unit provides information regarding community agencies that serve individuals with special needs.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 3.10.8 The trainee will identify those facilities within his/her agency's jurisdiction that are approved by the State Department of Human Services to conduct emergency evaluations and provide treatment for an individual with a psychological disorder who is a candidate for civil commitment.
- 3.10.9 The trainee will identify those local agencies to which an officer may refer an individual who is in need of mental health services.

Performance Objective 3.10.8

The trainee will identify those facilities within his/her agency's jurisdiction that are approved by the State Department of Human Services to conduct emergency evaluations and provide treatment for an individual with a psychological disorder who is a candidate for civil commitment.

I. Facilities for Evaluation and Treatment of Individuals with Mental Illness.

A. Information sources. Sources available to the police officer for identifying local facilities include the following.

1. Designated Psychiatric Screening Center. Note. This facility should be officer's first choice. Available in every county.
2. Designated Psychiatric Emergency Service. Available in some counties
3. Local Public and/or Private Mental Health and Substance Abuse Prevention Services. Services specific to county.

B. Duty to Warn and Protect.

1. Mental health clinicians incur a "duty to warn and protect" when a patient communicates a threat of imminent, serious physical violence against a readily identifiable individual or against himself. In order to satisfy this duty the clinician must do one or more of the following:
 - a. Arrange for psychiatric hospitalization of the patient.
 - b. Advising a local law enforcement authority of the patient's threat and the identity of the intended victim.
 - c. Warn the intended victim of the threat, or if the intended victim is under 18, warn the parent or guardian.
2. Steps to take. Take all reasonable steps to warn and protect by:
 - a. Investigating for possible criminal violations.
 - b. Making reasonable attempts to mitigate the threat.
 - c. Documenting the incident and the steps taken to warn and protect.

Performance Objective 3.10.9

The trainee will identify those local agencies to which an officer may refer an individual who is in need of mental health services.

I. Agencies for Treatment of a Non-Committable Individual Who is Emotionally Distressed.**A. Referral Agencies.**

1. A list of referral agencies and individuals should be available for use of patrol personnel including:
 - a. Designated county screening services.
 - b. Adult protective services.
 - c. Department of youth and family services.
 - d. County board of social services.
2. The nearest available hospital should provide referral information if it does not offer remedial service.
3. The nearest available mental health facility should be contacted if no other help is forthcoming.

Research Assignment

Ask trainees to identify facilities in the jurisdiction of their agencies that conduct short-term evaluation and treatment of mental disorders.

UNIT GOAL 4.25

The trainee will possess the knowledge and skills necessary for the effective enforcement of the provisions of the Alcoholic Beverage Control Act, Title 33, and related Title 2C offenses.

UNIT DESCRIPTION

This unit summarizes the basic responsibilities of law enforcement agencies in enforcing the Alcoholic Beverage Control Act. Trainees will be given practice in identifying violations of the act (Title 33).

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 4.25.5 The trainee will identify the hours during which the sale and/or consumption of alcoholic beverages on premises requiring a license is prohibited and identify the person in his/her agency responsible for Alcoholic Beverage Control (ABC) administrative duties.

Performance Objective 4.25.5

The trainee will identify the hours during which the sale and/or consumption of alcoholic beverages on premises requiring a license is prohibited and identify the person in his/her agency responsible for Alcoholic Beverage Control (ABC) administrative duties.

I. Hours During Which Alcoholic Beverages May Not Be Sold and/or Consumed on Premises Requiring a License.**A. Authority for Opening and Closing Hours.**

1. Opening and closing hours of licensed premises, except package stores, are set forth by local ordinance, not by state regulation.
2. If the local ordinance reads, "No sale, delivery service or consumption of alcoholic beverages before or after the prohibited hours of sale," then all patrons must be off the licensed premises at the "stop" hour and are not permitted there before the legal opening hour.
3. The licensee and his bona fide employees may remain on the premises to clean up and prepare for the following day's activity after the legal closing hour.
4. Neither the licensee nor his employees shall be permitted to consume alcoholic beverages after or before the legal hours of sale.

B. Procedure in Case of Violation.

1. If violation is established, patrons' drinks shall be seized.
2. Person making the sale may be arrested for violation of local ordinance.

Lecture/Discussion

1. Trainees should be aware of the wording of the local ordinance referring to the hour at which sale and consumption must end.
2. Stress need to check the correct time before going into the premises.

UNIT GOAL 4.26

The trainee will know and understand laws and procedures that pertain to juveniles in *N.J.S.A.* 2A:4A-20 through 90.

UNIT DESCRIPTION

This unit covers the provisions of the New Jersey Code of Juvenile Justice contained in *N.J.S.A.* 2A:4A-20 through 90 as applied to the role of the police officer. The unit describes the juvenile Justice system, its procedures, and initial alternatives available to the police officer. The trainee is given practice in identifying the steps to follow in handling juvenile cases from initial contact through final disposition at the police level.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 4.26.3 The trainee will describe initial approaches available to a police officer in handling a juvenile who has allegedly committed a delinquency offense. This description shall include local departmental practices such as warning, release, and referral

- 4.26.6 The trainee will describe the procedures for handling a juvenile-family crisis. This should include the legal criteria for taking a juvenile into short-term custody, the procedure to be followed once the juvenile has been taken into short-term custody, and any local agency policies to be followed.

Performance Objective 4.26.3

The trainee will describe initial approaches available to a police officer in handling a juvenile who has allegedly committed a delinquency offense. This description shall include local departmental practices such as warning, release, and referral.

I. Initial Contact with a Juvenile Allegedly Involved in Unlawful Activities.

Contact with the police officer is the first encounter that many juveniles will have with the justice system. It may shape future attitude toward that system and the juvenile's involvement in it. A police officer has, at this point, a great deal of discretion regarding the handling of the juvenile. Generally, the least formal appropriate means of handling the incident should be followed, taking into consideration the juvenile, the action involved, and public safety.

Most juveniles who have contact with the police are not referred to the court. Community resources, programs, and services should be available to respond to the needs of the juvenile. Each department has its own policies regarding the informal handling of juveniles. General guidelines have been developed to assist departments in setting their policies. There are no specific statutes or court rules describing the informal diversion procedures that are commonly used.

A. Curbside Warning. The first alternative available to an officer. It is simply a warning to the youngster to stop the wrongful activity. This warning usually is used for minor offenses, such as minor malicious mischief and minor disorderly persons offenses. The decision of whether to "warn" or to pursue a more formal course of action depends on many different factors.

Examples: Stone or snowball throwing, cursing or abusive language, minor fighting, curfew violations.

B. Station House Adjustment. This results in taking a juvenile into custody (see 4.27.4) but subsequently releasing the juvenile to a parent or guardian. Informal referrals in the form of recommendations may be made to community programs.

C. Community Adjustment. If the juvenile is taken into custody, but neither the field disposition nor referral to court seems to be the best course of action, a conference may be called for the juvenile, parents or guardian, and juvenile aid officer. As a result, a formal referral to a police diversion or community program may be made.

Performance Objective 4.26.6

The trainee will describe the procedures for handling a juvenile-family crisis. This should include the legal criteria for taking a juvenile into short-term custody, the procedure to be followed once the juvenile has been taken into short-term custody, and any local agency policies to be followed.

I. Handling of Juvenile-Family Crisis.**A. Police Officer Responsibility.**

1. Police officers have much responsibility in regard to juvenile-family crises. They are often first to be contacted and may have to respond immediately at the juvenile's home or on the street.
2. The juvenile-family crisis is family based and is not a violation of the law. The intention is to resolve issues outside the justice system.
3. A crisis intervention unit (CIU), to which families may be referred for immediate intervention, has been established by statute in every county. The officer should know the unit, its staff, location, and services.

References: *N.J.S.A.* 2A:4A-31,32,76 through 90.

R. 5:16-1,2; 5:17-a through 4; 5:18-3

Some of these statutes and rules contain additional information on the court handling of juvenile-family crises.

The CIU does not handle child abuse or neglect cases. The Division of Youth and Family Services deals with child abuse or neglect.

4. When faced with a juvenile who appears to be part of a juvenile-family crisis, the officer informs the CIU of any action taken.
5. If it is not possible to return the juvenile to the home immediately, the officer may take the juvenile into short-term custody, without a court order, for a period not to exceed 6 hours. Short-term custody can occur under any of the following conditions:
 - a. Reasonable grounds exist to believe that the health and safety of the juvenile is seriously in danger and immediate custody is necessary for the protection of the juvenile.
 - b. Reasonable grounds exist to believe the juvenile left the home and care of his parents or guardian without their consent.

- c. The agency legally charged for the supervision of the juvenile reports that the juvenile has run away from out of home placement.
- 6. An officer must tell the juvenile the reason for the short-term custody and, where possible, return the juvenile to a responsible adult. The officer should tell both parents and CIU the reason for the custody. If the juvenile is placed with someone other than the parents, the officer should notify the CIU immediately so that the staff can get the child home or into an alternative living arrangement.
- 7. It may sometimes be necessary to take the juvenile to the CIU immediately when any of the following conditions exist:
 - a. The officer has reason to believe it is not in the best interests of the juvenile or the family for the juvenile to return home.
 - b. The juvenile resides in another county and the officer is unable to make arrangements to return the juvenile to the home.
 - c. The juvenile resides in another state.
 - d. The juvenile has run away from a placement and refuses, or has demonstrated the inability, to remain at home.
 - e. The officer is unable, after all reasonable efforts, to identify or locate a parent, relative or other responsible person.
 - f. The juvenile requires immediate emergency services, such as medical or psychiatric care.
 - g. No identification can be obtained from the juvenile.
- 8. Juvenile-family crises, if not resolved, are eventually referred to the court and heard by the judge. The entire family is subject to the jurisdiction of the court.

B. Juvenile-Family Crisis and Delinquency Offense.

If both a juvenile-family crisis and delinquency offense are involved, the delinquency offense should be addressed first.

References: *N.J.S.A. 2A:4A-31(b) (3)*.

UNIT GOAL 5.5

The trainee will understand the justifications under *N.J.S.A. 2C:3* that apply to the use of force, including deadly force. The trainee will know the limitations on the use of force and the consequences that might result from the misuse of force.

UNIT DESCRIPTION

This Unit provides an overview of the statutory requirements regarding the use of force. The concept of reasonable force is emphasized in self-defense situations, in defense of others, in law enforcement situations, and in defense of premises and personal property. Through the use of simulated situations, the trainee is provided with the opportunity to evaluate whether the force used was reasonable under the circumstances. The Attorney General's guidelines prohibiting warning shots and sanctions a law enforcement officer may incur for the improper use of force are also covered.

AGENCY TRAINING PERFORMANCE OBJECTIVE

5.5.26 The trainee will complete the agency-authorized use of force report form.

Performance Objective 5.5.26

The trainee will complete the agency-authorized use of force report form.

I. Obligation to complete use of force form.

The Attorney General's Use of Force Policy provides that a law enforcement officer must complete a use of force report whenever an officer uses physical, mechanical or deadly force, in addition to the completion of any reports made necessary by the nature of the underlying incident.

II. Practical Exercise.

Given a simulated situation, have trainees complete the agency's authorized use of force form.

UNIT GOAL 6.1

The trainee will be able to gather and analyze relevant information and report it in an objective, clear, and concise manner that will meet the needs of the personnel using the information.

UNIT DESCRIPTION

This unit details the importance of note taking and report writing. It points out the various uses of an officer's notes and discusses information properly included. In simulated situations, trainees will have the opportunity to take notes based on specific given details.

This unit also presents those elements which are present in a satisfactory police report. It discusses the qualities of a good report and outlines those areas of information covered by a complete report. Practice in organizing and writing of a report is provided and use of correct English and proper sentence construction is emphasized.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 6.1.6 The trainee will state the employing agency's policy regarding disposition of handwritten notes.
- 6.1.11 The trainee will identify and list the use of the primary report forms utilized by his or her agency.
- 6.1.12 The trainee will select and prepare interoffice correspondence on the proper form and in an acceptable manner according to the requirements of his or her agency.

Performance Objective 6.1.6

The trainee will state the employing agency's policy regarding disposition of handwritten notes.

I. Agency Policy on Disposition of Notes.

Discuss all agency policies relating to the maintenance, storage and disposition of notes.

Performance Objective 6.1.11

The trainee will identify and list the use of the primary report forms utilized by his or her agency.

I. Agency Report Forms.

The agency must familiarize the trainees with all the primary report forms used by that agency. Practice in completing these forms should be given.

Performance Objective 6.1.12

The trainee will select and prepare interoffice correspondence on the proper form and in an acceptable manner according to the requirements of his or her agency.

I. Interoffice Correspondence.

Practice must be given in writing correspondence relating to job activities in the format used by the employing agency.

UNIT GOAL 6.4

The trainee will communicate with various segments of the public in such a way as to enhance effective police service and a positive community attitude toward the police. He/she will understand the importance and impact of non-verbal communications on the communications process and the importance of interpersonal communication in community policing.

UNIT DESCRIPTION

This unit presents the basic problems of oral communications between the police officer and the public. It points out various essentials behind sound and responsible communications and presents those areas, in language and action, which the officer should avoid when dealing with citizens. In simulated situations, trainees will engage in various person-to-person conversations and confrontations with citizens, attempting to respond in a professional and respectful manner. The importance of verbal and non-verbal communications to a community-oriented approach to policing will be emphasized.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 6.4.8 Given a practical exercise, the trainee will demonstrate his/her ability to communicate effectively with members of minority ethnic groups within the jurisdiction of his/her agency.

Performance Objective 6.4.8

Given a practical exercise, the trainee will demonstrate his/her ability to communicate effectively with members of minority ethnic groups within the jurisdiction of his/her agency.

I. Communicating with Minority Groups.**A. Cultural Patterns of Minority Groups.**

Police officers should become familiar with the cultural patterns of minority groups in the communities they serve.

B. Impartial Enforcement of the Law.

Officers should recognize that the police must enforce the law impartially and fairly.

Practical Exercise

Divide class into groups and have each group set up a situation where an officer must deal directly with various minority group members. The situations can be of a stressful or non-stressful nature.

One person in each group will take the role of the officer; the other group members will take the roles of minority members.

If possible, each group should have a chance to present its demonstration. Opportunity should be provided for comments and criticism from the class.

UNIT GOAL 7.3

The trainee will understand his/her agency's policies and procedures regarding vehicular pursuit.

UNIT DESCRIPTION

This unit relates to the local agency's policies in vehicular pursuit and emergency driving.

AGENCY TRAINING PERFORMANCE OBJECTIVES

7.3.1 The trainee will explain his/her agency's vehicular pursuit policy.

The explanation shall include:

- A. Criteria for initiation of a pursuit.
- B. Criteria for terminating a pursuit.
- C. Use of emergency warning devices (sirens, flashing lights, etc.).
- D. Departmental vehicular pursuit procedures.

Performance Objective 7.3.1

The trainee will explain his/her agency's vehicular pursuit policy.

The explanation shall include:

- A. Criteria for initiation of a pursuit.
- B. Criteria for terminating a pursuit.
- C. Use of emergency warning devices (sirens, flashing lights, etc.).
- D. Departmental vehicular pursuit procedures.

I. Definition.

Pursuit Driving: Pursuit driving is an active attempt by a law enforcement officer operating a motor vehicle and utilizing emergency warning lights and an audible device to apprehend one or more occupants of another moving vehicle when the officer reasonably believes that the driver of the fleeing vehicle is aware of the officer's attempt to stop the vehicle and is resisting apprehension by increasing vehicle speed, ignoring the officer, or otherwise attempting to elude the officer.

II. Reasons for an Agency Pursuit Policy.**A. Protection and Safety.**

Need to balance the protection of the lives and safety of the public and police officer and law enforcement's duty to enforce the law and apprehend violators.

B. Department Variations.

Need to account for individual department variations such as department size or population density, while remaining constant with the Attorney General's policy.

C. Injury.

Statistics indicate that police officers have a higher rate of injury while driving than during any other on-duty activity.

D. Repercussions of No Policy.

Without a clearly defined agency policy, the officer is more likely to:

- 1. Over-react and disregard proper caution
- 2. Hesitate and fail to respond to the situation.

III. Agency Pursuit Policy.

A. Individualized Policy.

Pursuit policy and procedures may vary from agency to agency. The differences may include:

1. Conditions under which a pursuit may be undertaken.
2. Conditions under which a pursuit must be terminated.
3. Extent to which the speed limit may be exceeded.
4. Role of communications.
5. Role of the supervisor.
6. Tactics which may be employed.
7. Procedures relating to interjurisdictional pursuits.

B. Policy Distribution.

Distribute a copy of agency policy and procedures and have trainees:

1. Study the local agency pursuit policy.
2. Review departmental procedures for pursuit driving.
3. If local agency policy varies from the Attorney General's policy, local agency policy can only be more restrictive.

IV. References.

New Jersey Police Vehicular Pursuit Policy, Office of the Attorney General of New Jersey, Revised September, 1999.

UNIT GOAL 9.1

The trainee will handle weapons in a safe manner.

UNIT DESCRIPTION

This unit stresses firearms safety requirements.

AGENCY TRAINING PERFORMANCE OBJECTIVE

9.1.1 The trainee will demonstrate the safe handling of handguns or shotguns.

This will minimally be done under the following conditions/situations.

- F. Operating weapons storage mechanisms in agency-authorized vehicles and in agency-authorized storage areas.

Performance Objective 9.1.1(F)

Operating weapons storage mechanisms in agency-authorized vehicles and in agency-authorized storage areas.

I. Storage Systems

Identify and familiarize trainees with agency weapons storage systems contained in all types of agency vehicles and and in storage areas.

UNIT GOAL 9.2

The trainee will identify the firearms/ammunition authorized for his/her agency's use and explain the mechanical functions, capabilities, and maintenance of these weapons.

UNIT DESCRIPTION

This unit requires the trainee to identify agency-authorized firearms, the major parts of the service handgun, and ammunition capabilities. The unit also covers the care and cleaning of the agency-authorized handgun and shotgun.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 9.2.1 The trainee will identify those firearms and ammunition his/her agency authorizes for both on- and off-duty use.

Performance Objective 9.2.1

The trainee will identify those firearms and ammunition his/her agency authorizes for both on- and off-duty use.

I. Authorized Agency Weapons and Ammunition

Familiarize trainees with all firearms and ammunition authorized for use in your agency both on- and off-duty.

UNIT GOAL 9.5

The trainee will identify types, capabilities, and limitations of various chemical agent devices and will explain local agency policies. The chemical agent devices will include oleoresin capsicum (OC).

UNIT DESCRIPTION

This unit acquaints the trainee with the types of chemical agent devices and their effects. Trainees will be asked to identify local agency policies regarding the use of these devices. They will also learn to select chemical agent devices that would be appropriate to use in given hypothetical situations.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 9.5.2 The trainee will describe his/her agency's policies regarding the utilization of each chemical agent device used by the agency.

Performance Objective 9.5.2

The trainee will describe his/her agency's policies regarding the utilization of each chemical agent device used by the agency.

I. Policies.

List all chemical agents and explain the department policy for the use of each.

UNIT GOAL 10.3

The trainee will be able to perform those techniques and procedures which maximize a police officer's capabilities in preventing and detecting crime while on patrol.

UNIT DESCRIPTION

This unit focuses on techniques and procedures which should increase a police officer's capability to prevent and detect crime while on patrol. It describes systematic planning techniques for determining patrol routes, identifying beat problem situations, and vehicle check-out procedures. Patrol officer's proper reaction when encountering a plainclothes officer in the field is given. Trainee's agency policies for determining "holds" on persons or property and mutual aid and jurisdiction are investigated.

AGENCY TRAINING PERFORMANCE OBJECTIVES

10.3.10 Given simulated situations, the trainee will determine if there are any "wants" on persons and/or property using agency procedures.

10.3.12 The trainee will explain his/her agency's policy(ies) on issues of mutual aid and jurisdiction.

This will include:

- A. Using official vehicles and equipment outside the agency's primary jurisdiction.
- B. Responding to calls for assistance outside the agency's primary jurisdiction.
- C. Assisting outside agencies with arrests within agency area.

Performance Objective 10.3.10

Given simulated situations, the trainee will determine if there are any "wants" on persons and/or property using agency procedures.

I. Want and Hold Orders.**A. Process.**

1. A "want" or "hold" is used by police agencies to initiate an action. The named person is sought or a warrant has been issued for his arrest.
2. "Wants" or "holds" are usually based on the existence of a warrant. A "want" or "hold" order may also be initiated for stolen property.
3. When a person for whom a "want" or "hold" order has been issued is located, the issuing agency and the officer who initiated the warrant are notified.

B. Publicizing the Order. Procedures and equipment used in publicizing a "want" or "hold" order.

1. Procedures.
 - a. Roll calls
 - b. Police reports
2. Equipment
 - a. Police radios
 - b. Internal computers
 - c. NJCJIS-New Jersey Criminal Justice Information System (national and state data)

Note:

1. Have trainee describe the type of system the agency uses in regard to "want" and "hold" orders.
2. Discuss the difficulties encountered in handling "want" and "hold" orders.

Performance Objective 10.3.12

The trainee will explain his/her agency's policy(ies) on issues of mutual aid and jurisdiction.

This will include:

- A. Using official vehicles and equipment outside the agency's primary jurisdiction.
- B. Responding to calls for assistance outside the agency's primary jurisdiction.
- C. Assisting outside agencies with arrests within agency area.

I. Mutual Aid and Jurisdiction.

Mutual aid is alerting, dispatching and utilizing an agency's personnel and equipment to assist another law enforcement agency.

Some groups of municipalities, by virtue of enabling legislation, have developed aid plans.

In some agencies, the on-duty commanding officer receives the request for mutual aid, approves the request, and assigns personnel to respond to the request.

A. Using official vehicles outside the primary jurisdiction.**B. Responding to calls for assistance outside the primary jurisdiction.****Research Assignment**

Ask trainees to research the policy of their agency on issues involving mutual aid and jurisdiction regarding:

1. Use of official vehicles outside primary jurisdiction.
2. Responding to calls for assistance outside primary jurisdiction.
3. Assisting outside agencies in arrest within agency area.

Lecture/Discussion

Give examples of how local agency has responded to requests for aid.

Note: Calls heard on the radio indicating a pursuit in progress or shots fired do not automatically constitute a request for mutual assistance.

UNIT GOAL 10.6

The trainee will be able to conduct safe and effective searches of suspects in situations that include both single and multiple suspects.

UNIT DESCRIPTION

This unit focuses on six types of searches:

1. Visual cursory search
2. Pat-down search
3. Standing search
4. Kneeling search
5. Prone search, and
6. Strip search.

Officer safety and the effectiveness of the search are stressed in situations involving single and multiple suspects, as well as suspects of the opposite sex of the officer. The role of the covering officer is detailed.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 10.6.5 The trainee will identify his/her agency policy regarding the searching of individuals of the opposite sex, juveniles, elderly persons, and persons who are physically handicapped or impaired.

Performance Objective 10.6.5

The trainee will identify his/her agency policy regarding the searching of individuals of the opposite sex, juveniles, elderly persons, and persons who are physically handicapped or impaired.

I. Agency Policy on Searching Persons.

Identify any special considerations included in agency policy in regard to the searching of:

A. Individuals of the opposite sex.

B. Juveniles.

C. The elderly.

D. Physically handicapped or impaired.

UNIT GOAL 10.9

The trainee will be able to handcuff individual and multiple suspect(s) safely and effectively. Additionally he/she will be able to maintain control of a restrained prisoner while they are restrained and while removing the restraining device.

UNIT DESCRIPTION

This unit deals with the principles and purposes of handcuffing. Safe and effective methods of handcuffing single and multiple suspects are detailed. Procedures for handcuffing suspects who merit special handling are described.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 10.9.3 The trainee will explain his/her agency's policy regarding the handcuffing of individuals.

Performance Objective 10.9.3

The trainee will explain his/her agency's policy regarding the handcuffing of individuals.

The explanation will include handcuffing of:

- A. Males
- B. Females
- C. Juveniles
- D. Special cases
- E. Elderly persons
- F. Injured persons
- G. Physically handicapped persons

I. Handcuffing Procedures for Special Cases.

A. Local Agency Policy. Local agency policy may dictate variations in handcuffing procedures for males, females, juveniles, elderly, injured, and special cases.

B. Handling special cases (the mentally ill, for example):

1. Officers should handcuff a mentally ill person taken into custody when the person is not restrained by other devices.
2. When a mentally ill person whose age or physical condition is such that his own personal safety or that of the officer clearly will not be jeopardized, the use of handcuffs should be at the discretion of the officer.
3. When handcuffing a mentally ill person, officers should use department-approved handcuffs and check that the handcuffs are double locked.
4. Temporary plastic restraining straps should not be used to restrain a mentally ill person, nor should they be furnished to anyone else for that purpose.
5. A female should not be handcuffed to a male.
6. A juvenile should not be handcuffed to an adult.
7. Elderly people may suffer from medical conditions that require attention such as arthritis when handcuffing.
8. When injured people require restraint, be cautious to avoid aggravating the injury.

UNIT GOAL 10.10

The trainee will be able to transport various types of prisoners safely and effectively.

UNIT DESCRIPTION

This unit instructs the trainee on the proper techniques for safely transporting single and multiple prisoners. It details approaches for officers working alone or with a partner and describes methods for handling prisoners who warrant special considerations. The trainee will need to identify the procedures used in his/her local agency.

AGENCY TRAINING PERFORMANCE OBJECTIVE

10.10.2 The trainee will explain his/her agency's policy regarding transportation of prisoners and/or other individuals.

The explanation will include:

- A. Transportation of females.
- B. Positioning within vehicle.
- C. Transportation of injured or sick prisoners.
- D. Transportation of juveniles.
- E. Transportation of victim/witnesses.
- F. Transportation of infants and young children.
- G. Transportation of other citizens.

Performance Objective 10.10.2

The trainee will explain his/her agency's policy regarding transportation of prisoners and/or other individuals.

The explanation will include:

- A. Transportation of females
- B. Positioning within vehicle
- C. Transportation of injured or sick prisoners
- D. Transportation of juveniles
- E. Transportation of victim/witnesses
- F. Transportation of infants/young children
- G. Transportation of other citizens

I. Identify Agency Policy as it Relates to the Transportation of:

- A. Females
- B. Positioning within vehicle
- C. Injured or sick prisoners
- D. Juveniles
- E. Victim/witnesses
- F. Infants /young children
- G. Citizens

UNIT GOAL 10.11

The trainee will possess the knowledge and ability to process adult prisoners and juveniles in conformance with agency policy. The trainee will be aware of the rights of the prisoners and the provisions of applicable law.

UNIT DESCRIPTION

This unit deals with the booking of adult prisoners and the processing of juveniles, rights of prisoners, and the law. The trainee will examine local agency requirements regarding issuing receipts for personal property taken from prisoners and the legal rights of prisoners immediately after booking. Particular attention will be paid to those prisoners who warrant special consideration.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 10.11.1 In a simulated situation, the trainee will properly complete the processing of an adult prisoner in conformance with the law and the policies of the agency.
- This processing will include the required notifications that an officer must make.
- 10.11.2 The trainee will explain his/her local agency requirements regarding issuing receipts for personal property taken from prisoners.
- 10.11.4 The trainee will identify notifications an officer is required to give when processing a juvenile.
- The notifications will reflect:
- A. The law
 - B. The policies of his/her agency
- 10.11.5 In a simulated situation, the trainee will properly complete the processing of a juvenile in conformance with the law and the policies of his/her agency.
- 10.11.6 In a simulated situation, the trainee will properly complete the processing of prisoners who warrant special consideration and will identify the detention facility his/her agency designates for the processing of such prisoners.
- These special considerations should include instances when a prisoner is:
- A. Intoxicated or under the influence alcohol/drugs
 - B. Injured

- C. Sick
- D. Female
- E. Juvenile
- F. Excited/emotionally disturbed
- G. Mentally handicapped/disoriented
- H. Does not speak English
- I.. Physically handicapped
- J. Elderly

Performance Objective 10.11.1

In a simulated situation, the trainee will properly complete the processing of an adult prisoner in conformance with the law and the policies of the agency.

This processing will include the required notifications that an officer must make.

I. Booking Adult Prisoners.

Booking prisoners is the recording of information concerning the arrest of the person prior to his incarceration.

Note:

List the step-by-step process of booking an adult prisoner.

A. Booking procedures.

Booking procedures differ from agency to agency; however, specific laws govern certain aspects of the process.

B. Forms.

Standard agency forms should be completed.

C. Criminal complaints.

A criminal complaint should be signed (if this has not been done).

D. Search.

Lawfully arrested suspects should be thoroughly searched for weapons, means of escape, or evidence by the arresting officer and jail personnel, in accordance with department procedures.

1. A search should be conducted in the presence of another officer, if possible.
 - a. For reasons of safety.
 - b. To prevent charges of theft.
2. Agency policy and the law regulate the handling of female arrestees.

References: R. 3:4-1.

See Attorney General's Guidelines on strip search and body cavity search requirements

and procedures for police officers.

E. Identification procedures.

Identification procedures which should comply with the law and with agency policy include:

1. Fingerprinting
2. Photographing
3. Other procedures (measurements, footprints, etc.)

Lecture/Discussion

Trainees should demonstrate the ability to complete the various agency forms connected with booking procedures.

Performance Objective 10.11.2

The trainee will explain his/her local agency requirements regarding issuing receipts for personal property taken from prisoners.

I. Personal Property.**A. During Searches.**

All personal property should be taken from a prisoner at the time of the search.

B. Procedures.

1. An inventory of personal possessions should be taken, according to agency policy.
2. Possessions of the prisoner should be stored and recorded in conformance with agency policy.
3. An itemized receipt should be provided to the prisoner, in accordance with agency policy

Performance Objective 10.11.4

The trainee will identify notifications an officer is required to give when processing a juvenile.

The notifications will reflect:

- A. The law
- B. The policies of his/her agency

I. Processing a Juvenile.**A. When taken into custody.**

When a juvenile is taken into custody, the parents or guardian must be notified immediately in the manner specified by the agency.

B. Complaints.

A complaint should be filed immediately through family court intake unit.

C. Identification procedures.

Identification procedures are regulated by law.

1. Fingerprinting
2. Photographing

D. Parent/Attorney Presence.

Parent (or guardian) or attorney should be present when juvenile is questioned.

References:

N.J.S.A. 2A:4A-33.
N.J.P.O. 4.27.5.
N.J.S.A. 2A:4A-31 and R. 5:21-1.
N.J.S.A. 2A:4A-61.

Note:

N.J.S.A. 2A:4A-32 discusses short-term custody.

Performance Objective 10.11.5

In a simulated situation, the trainee will properly complete the processing of a juvenile in conformance with the law and the policies of his/her agency.

I. Practical Exercise.

The trainee will process a juvenile taken into custody in conformance with:

1. The law.
2. Agency policy.

Performance Objective 10.11.6

In a simulated situation, the trainee will properly complete the processing of prisoners who warrant special consideration and will identify the detention facility his/her agency designates for the processing of such prisoners.

These special considerations should include instances when a prisoner is:

- A. Intoxicated or under the influence of alcohol/drugs
- B. Injured
- C. Sick
- D. Female
- E. Juvenile
- F. Excited/emotionally disturbed
- G. Mentally handicapped/disoriented
- H. Does not speak English
- I. Physically handicapped
- J. Elderly

I. Booking Prisoners Who Warrant Special Consideration.

There are situations or circumstances in which a prisoner may require special attention.

A. Prisoners who are intoxicated, injured, or under the influence of drugs.

1. In cases of injury, illness, or extreme drunkenness or drug impairment, special action is required for the protection of the prisoner and the police.
2. Sometimes injuries and illnesses of prisoners are regarded by the public with suspicion. It is important that careful attention be given to any injured or ill prisoner.
3. No person in a critical condition should be detained in jail.
4. If there is any question about the extent of an injury or the seriousness of an illness (including intoxication), the prisoner should be examined by a physician and appropriate agency reports should be completed.

Note: The officer who has custody of the prisoner at the time of the examination is usually responsible for seeing that a report is made, although the examining physician usually completes the report.

5. If the prisoner has been hospitalized, the following responsibilities rest with the officer who has custody of the prisoner.

- a. Protect the prisoner and prevent escape.
- b. Protects the police from liability by recording the examination, its results, and any treatment that was given, if known.

Research Assignment

Have the trainee identify and list local detention facilities his/her agency designates for prisoners who warrant special consideration. These prisoners would include the following:

Drunk and Drug Impaired
Injured
Sick
Female
Juvenile-in-Custody
Excited/emotionally disturbed
Mentally retarded

B. Additional Considerations for Intoxicated or Under the Influence of Alcohol/Drugs:

1. If there is any question about a prisoner who may be intoxicated, the arresting officer and the processing officer should take special precautions for the well being of the prisoner.
2. Some signs associated with intoxication by alcohol include:
 - a. Slurred speech
 - b. Unsteady gait
 - c. Uncoordinated movements
 - d. Nystagmus (drowsiness involuntary spasmodic motion of the eyeball)
 - e. Stupor
3. **A note of caution:** A diabetic patient's symptoms can be mistaken for alcohol intoxication and the arresting officer and processing officer should take note of the prisoner's breath. If there is no alcohol smell but one of fruity like odor, the prisoner may be diabetic.
 - a. Further inquiry may be necessary and an examination by a physician.

- b. Question prisoner and check belongings for evidence of a diabetic condition.
4. As with alcohol, a prisoner under the influence of a drug or several drugs may act in ways other than normal.
- a. Some symptoms associated with:
 - (1) Barbiturates are depressants and symptoms include appearance of alcohol intoxication without odor; may be quick tempered and quarrelsome.
 - (2) Amphetamines stimulate the central nervous system and symptoms include:
 - (a) hyperactivity
 - (b) excessive talking and or sweating
 - (c) elevated body temperature
 - (d) dry mouth and or dilated pupils
 - (e) rapid pulse rate and or elevated blood pressure
 - (f) insomnia and loss of appetite
 - (3) Lysergic acid diethylamide (LSD) is a hallucinogen and symptoms include:
 - (a) effects can vary from person to person
 - (b) similar to but not as prominent as amphetamines
 - (c) flashbacks can occur some time after ingesting that can cause acute panic psychosis that could last days or even months; may even develop into a chronic condition.
 - (4) Marijuana and hashish symptoms include:
 - (a) blood shot eyes
 - (b) runny nose
 - (c) loss of sense of time and space
 - (d) rapid heartbeat
 - (e) lower body temperature
 - (5) Heroin is a narcotic and a derivative of morphine. Symptoms include:
 - (a) constricted pupils
 - (b) respiratory depression
 - (c) nausea

- (d) euphoria
- (e) drowsiness
- (f) decreased sensibility to hunger, pain and fatigue

Note: Check for track marks on arms, hands, other parts of body.

Withdrawal symptoms include:

- (g) watery eyes
 - (h) runny nose
 - (i) yawning
 - (j) loss of appetite
 - (k) panic
 - (l) chills, sweating, nausea, tremors and cramps
- (6) Cocaine is a narcotic which stimulates the central nervous system. Its symptoms are:
- (a) similar to amphetamines but shorter acting
 - (b) nose redness or residue of powder
- (7) Crack or crack cocaine is cocaine which is processed into a base using ammonia or baking soda and water. Symptoms:
- (a) very talkative
 - (b) instant energy
 - (c) chronic use may cause hoarseness and bronchitis
 - (d) body convulsions

C. Developmentally Disabled or Emotionally Disturbed Prisoners.

1. Interviewing a developmentally disabled person may be difficult.
 - a. The police officer will need patience to overcome a communication barrier and to alleviate the person's fears.
 - b. A rapid firing of questions at the developmentally disabled person generally will cause confusion and withdrawal.
 - c. Such persons may respond in the way they think the officer would like them to answer rather than with the information needed.
 - d. An objective, understanding manner is the best approach.
2. Emotionally disturbed persons require careful handling. The officer may need cooperation from:

- a. Crisis intervention units.
- b. Special facilities.
- c. The admissibility of any statement or confession made by the person will be affected by the care which the officer took in protecting the rights of the handicapped person.

D. Mentally Handicapped/Disoriented.

- 1. There are many things which can cause an individual to become disoriented. Alzheimer's disease is a common reason.
- 2. Even though a person is under arrest, the police still have an obligation to protect a person who is disoriented as well as treat them with dignity and respect.
- 3. The arrest may have been caused by their disorientation.
- 4. The arresting and processing officer should have patience in dealing with a prisoner who is disoriented.
- 5. The officers must remain alert when dealing with a disoriented person because they may be a danger to themselves as well as the officers.
- 6. The officers should check the personal property as well as any bracelet a person may be wearing indicating they have Alzheimer's or any other disease which may affect the person's orientation.

E. Female Prisoners.

- 1. Special considerations should be taken when handling a female prisoner.
- 2. To the extent possible, a female officer or police matron should assist in the processing, particularly for searching and collecting personal belongings.
- 3. Female prisoners should be kept in a cell block area not accessible or visible by male prisoners.
- 4. When conducting the regularly scheduled security and safety checks of female prisoners, it should be done by a female officer or matron when possible.
- 5. In those cell blocks which have closed circuit television for viewing prisoner's cells, an area for privacy when using the toilet or washing facility must be available.
- 6. In instances where a desk officer believes that a female prisoner may make an

accusation, two officers should make the regularly scheduled visual cell block check.

F. Juveniles.

1. When a juvenile is taken into custody, the parent should be notified immediately.
2. If charged with a crime, the juvenile must be advised of his or her constitutional rights against self incrimination. No interrogation should take place unless a parent or legal guardian is present.
3. The juvenile should not be placed in any holding cell with adult prisoners. The juvenile may be held in some other part of the police station suitable for a short detention period and only until that time when a parent or legal guardian shows up. The juvenile is then turned over to that responsible parent or legal guardian.
4. A juvenile taken into custody should be released to a responsible person or agency, unless the release would adversely affect the health, safety or welfare of the juvenile.
5. Recommendation for referral to a juvenile detention center should not take place unless:
 - a. Detention is necessary to secure the presence of the juvenile in court.
 - b. The physical safety of persons or property of the community would be seriously threatened if the juvenile is charged with an offense if committed by an adult would constitute a crime of the 1st or 2nd degree or the controlled dangerous substance act.

Note: Laws pertaining to juveniles are covered in depth in Instructional Resource Material Unit #4.26.

G. Does Not Speak English.

1. In today's society the police will encounter people of many ethnic backgrounds speaking many different languages.
2. Officers should attempt to familiarize themselves with key phrases of the prevalent language, other than English, in the geographical area in which they work.
3. Many times the department will have an officer on duty who may speak the language of the arrested person.

4. If not in the arresting officer's department, an officer from a department nearby could be used if a pre-arranged agreement is made between departments.
5. If a department has a large and varied population which speaks many different languages, it may be necessary to retain a private interpreter company.
6. It is not only important for the police to get the correct information about an arrested person, it is equally important for that person to understand the nature of the charges against him or her.

H. Physically Handicapped.

1. At those times when an officer must process a handicapped prisoner, accommodations for them must be provided.
2. The officers should assist the arrested person in any way necessary.
3. A blind person would need assistance getting into the cell block and anything that the person must know would have to be read to them, assistance in making bail, etc. such as a deaf person, may need questions written out by the officer.
4. A physically handicapped person may have to be assisted by the officer.

I. Elderly.

1. In dealing with the elderly, special consideration should be given by the processing officer.
2. Many times the offenses committed by the elderly are minor. Patience with them is important. They may not react as fast to commands as a younger person.
3. They may be hard of hearing or have eye sight problems. Officers should speak slower with them. Dignity and respect should not be overlooked because they have committed some offense.

Practice

- a. Give hypothetical situations involving the booking of prisoners who warrant special consideration.
- b. Provide practice in booking an ill or injured prisoner, a female, an exited emotionally disturbed prisoner or a developmentally disabled prisoner.

UNIT GOAL 10.12

The trainee will possess knowledge concerning the release of adult prisoners and juveniles in custody according to agency policy. The trainee will be aware of rights of the prisoners and applicable law.

UNIT DESCRIPTION

This unit deals with the procedures for releasing adult prisoners and juveniles in custody in conformance with local agency policy, rights of prisoners, and the law. Conditions are outlined under which a lawfully arrested prisoner may be released.

AGENCY TRAINING PERFORMANCE OBJECTIVE

10.12.2 The trainee will identify his/her agency's procedures for the release of a prisoner.

Performance Objective 10.12.2

The trainee will identify his/her agency's procedures for the release of a prisoner.

I. Release of Prisoners/Agency Policy.

Identify:

1. Requirements and safeguards.
2. Agency policy and procedures.
3. Agency focus and documentation.

UNIT GOAL 10.13

The trainee will be able to respond to crimes-in-progress safely and effectively.

UNIT DESCRIPTION

This unit deals with the principles and procedures of responding to reports of crimes-in-progress. Tactical considerations such as approach routes, use of vehicle, approach techniques, and coordination of other units are described. Three types of calls – robbery, burglary, and report of a prowler are given special attention.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 10.13.2 The trainee will identify the criteria to be considered when determining the method to be utilized in responding to crimes-in-progress.

This identification will include:

- F. Agency policy

Performance Objective 10.13.2

The trainee will identify the criteria to be considered when determining the method to be utilized in responding to crimes-in-progress.

This identification will include:

F. Agency policy

I. Responding to Crimes in Progress.**A. Officer should consider:**

1. The urgency of the situation.
2. The time of day and traffic density.
3. The safety of possible victims.
4. Environmental conditions (weather, road surfaces).
5. Distance to location.
6. Availability of assisting units.
7. Nature of crime.
8. Time lag.
9. Geographic environment (street configuration, freeway ramps, etc.).
10. Agency policy.
11. Common sense.
12. Pedestrian traffic

UNIT GOAL 10.15

The trainee will recognize and be able to deal with civil disputes effectively.

UNIT DESCRIPTION

This unit introduces the concepts of civil law relative to landlord-tenant disputes and labor disputes and the proper procedures for handling these and other forms of civil complaints.

AGENCY TRAINING PERFORMANCE OBJECTIVE

10.15.5 The trainee will describe his/her agency's policy for handling of labor disputes by police officers.

Performance Objective 10.15.5

The trainee will describe his/her agency's policy for handling of labor disputes by police officers.

I. Handling of Labor Disputes.**A. Agency Policy.**

Policy for handling labor disputes may vary according to local agency.

B. Policing Compliance.

The police officer must ensure compliance with the law and protect people from injury or property damage.

Note: Discuss reports and forms used by the employing agency.

UNIT GOAL 10.16

The trainee will know proper procedures in the initial response and investigation of missing persons complaints. He/she will possess the ability to recognize the different categories associated with missing persons complaints. He/she will be able to take appropriate action where confronted with situations involving missing adults and juveniles. He/she will also know proper procedures to take when responding to a call involving an unidentified dead body.

UNIT DESCRIPTION

This unit deals with the proper procedures for initial action taken by a police officer in cases involving missing persons, both adult and juvenile. Emphasis is placed on the categories of missing persons, including those reported as endangered, disabled, involuntary, juveniles, and disaster victims. Special factors will be considered in cases of missing children. The unit shows how age and condition of the missing person determine the action to be taken by police officers.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 10.16.6 The trainee will identify his/her agency's policy and procedures for reporting missing persons.

Performance Objective 10.16.6

The trainee will identify his/her agency's policy and procedures for reporting missing persons.

I. Agency Policies.

Identify agency policies on reporting and tracking missing persons.

- A. Children
- B. Adult non-dementia
- C. Potential or suspected kidnapping
- D. Adult dementia

II. Agency Forms.

Familiarize trainees with required agency forms and procedures.

UNIT GOAL 10.17

The trainee will know his/her agency's policies and procedures for handling sick, injured, and deceased persons.

UNIT DESCRIPTION

This unit concentrates on trainee's agency policy relative to handling sick, injured or dead persons. It includes procedures for rendering first aid, legal death determination, searching bodies and the function of the New Jersey State Medial Examiner.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 10.17.1 The trainee will identify the procedures of his/her agency for handling of sick or injured persons.

These procedures will include:

- A. The extent of first aid to be performed by police
- B. The role of ambulance and paramedic crews
- C. The hospitals to which sick or injured are to be transported
- D. The use of universal precaution when handling sick, injured, or deceased persons

- 10.17.3 The trainee will identify his/her agency's procedures for handling various dead body calls under various situations

These situations will include persons who have died:

- A. As a result of a suicide
- B. With a doctor signing a death certificate
- C. From apparent natural causes, no death certificate
- D. As a result of an accident
- E. Under suspicious circumstances
- F. As a result of a crime

Performance Objective 10.17.1

The trainee will identify the procedures of his/her agency for handling of sick or injured persons.

These procedures will include:

- A. The extent of first aid to be performed by police
- B. The role of ambulance and paramedic crews
- C. The hospitals to which sick or injured are to be transported
- D. The use of universal precaution when handling sick, injured, or deceased persons

I. Medical Assistance Calls.

When a medical assistance call is received, it may be anything from an accidental cut on the hand to a homicide. The nature and extent of the illness or injury is usually not known until the officer arrives.

A. Officer Response.

1. The conduct of the first officer who responds to the scene is extremely important. If the officer is indecisive, careless, fails to control the situation or, due to lack of training fails to render the proper first aid, serious consequences could result.
2. Before arriving at the scene, the police officer should prepare himself/herself mentally. The call may not be what the officer expected.
 - a. Most people, including police officers, are shocked and some are sickened by the sight of a mutilated or dismembered body
 - b. Prepare beforehand to reduce any initial shock. (Use film)
3. Citizens look to the police officer for leadership and expect him/her to take decisive action. The officer who becomes temporarily incapacitated by the shock of what he/she observes only adds to the confusion.
4. In the event an ambulance has not been directed to the scene, the police officer should contact his/her radio dispatcher and request the ambulance.

Research Assignment

Ask the trainee to research his local agency's policy regarding transportation procedures and the rendering of first aid to sick or injured persons.

Ask the trainee to list the names of the hospitals or facilities in his area where sick or injured persons can be taken.

B. Agency Policy

Numerous factors determine agency policy and procedure for handling sick and injured persons. Some of these factors are whether the ambulance or First Aid Corps is a volunteer group or a paid service, the proximity of a hospital and its policy regarding emergencies, and whether the agency has an Emergency Medical Technician (EMT).

Research Assignment

Ask the trainee to research his local agency's procedures for the handling of persons sick or injured. (See Handout 1)

C. Universal Precautions

Identify agency policies on Blood-borne Pathogens and Public Employee Occupational Safety and Health Administration (PEOSHA) regulations on personal protective equipment (PPE). Distribute mandated PPE including gloves, eye shields, shoe covering, etc.

Familiarize trainees with mandated exposure control plan and Ryan White Act designated agency officer.

Performance Objective 10.17.3

The trainee will identify his/her agency's procedures for handling various dead body calls under various situations

These situations will include persons who have died:

- A. As a result of a suicide
- B. With a doctor signing a death certificate
- C. From apparent natural causes, no death certificate
- D. As a result of an accident
- E. Under suspicious circumstances
- F. As a result of a crime

I. Dead Body Calls.**A. Procedures.**

Police officers should respond to dead body calls in the following manner. Variations can occur according to local agency policy.

1. Proceed directly to the body, being careful to investigate the situation thoroughly without destroying evidence.
2. Look for signs of life.
3. If alive, transport to the hospital by ambulance.
4. The police are responsible for criminalistics and; therefore, all physical evidence such as weapons, projectiles, hair, both head and pubic, fibers, blood, seminal strains, glass, soil and other evidential substances relative to the criminal aspects of the case should be recovered by the investigator or I.D. man/woman and submitted to the Records and Identification Section or other appropriate authority.

Research Assignment

Ask the trainee to research his local agency's procedures relative to handling the following types of dead body calls:

1. Suicide
2. Doctor signing death certificate
3. Natural causes
4. Accident
5. Death due to a crime
6. Suspicious circumstances

UNIT GOAL 10.18

The trainee will be able to handle injured and rabid animals in a safe and efficient manner.

UNIT DESCRIPTION

This unit focuses on the procedures to be followed by an officer when handling vicious, sick, or injured animals. Trainees will be asked to research and outline their local agency's policies concerning the handling of animal bite cases and the disposition of sick or injured animals.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 10.18.1 The trainee will explain his/her agency's policies concerning the disposition of vicious, injured, or sick animals.
- 10.18.2 The trainee will identify those local agencies which will provide assistance in treating domesticated and non-domesticated animals that are sick or injured and disposing of dead animals.
- 10.18.3 The trainee will explain his/her agency's procedures for handling and processing animal bite cases.
- 10.18.4 The trainee will identify his/her agency's policy for handling situations where a non domesticated animal enters a residential area.

Performance Objective 10.18.1

The trainee will explain his/her agency's policies concerning the disposition of vicious, injured, or sick animals.

I. Animal Related Situations.

A police officer should have knowledge and a proper understanding of the agencies, their functions and terminology, with regards to animals and their control.

A. Determine and Access:

1. The species.
2. Its physical and mental condition.
3. Its final disposition.

Is the animal:

4. Is it a domestic animal
 - a. Owned
 - (1) Owner known and available
 - (2) Owner known and unavailable
 - (3) Owner unknown
 - b. If an owner is present, it is ALWAYS their responsibility to correct or alleviate the situation. If help is required,
 - (1) Notify Animal Control
 - (2) Local Health Department
 - (3) Local Animal Shelter/Humane Society
 - (4) Local Veterinarian
 - (5) Animal Welfare Group
5. Wild or strayed domestic when owner is unknown or unavailable. Notify:
 - a. Animal Control
 - b. Health Department
 - c. Wildlife Rehabilitator
 - d. Local Animal Shelter/Humane Society.

B. Department Policy.

Department policy may vary from agency to agency, BUT ALL MUNICIPALITIES are REQUIRED by State statute to employ or contract with an ANIMAL CONTROL OFFICER.

Animal Control Officers will facilitate all animal related needs of the department.

Distribute Handout #1

C. Animal Abuse.

1. A police officer needs to be aware of and able to identify the similarities and *CORRELATION* between *DOMESTIC VIOLENCE* and ANIMAL ABUSE.
2. Animal abuse at a young age may lead to crimes against humans at a later date.
3. ANIMAL ABUSE, CRUELTY, or NEGLECT at any age is UNACCEPTABLE in today's society.
4. When a police officer has reason to believe animal abuse, cruelty, or neglect has occurred, they must know their agency's policy. Do they employ an "ANIMAL CRUELTY INVESTIGATOR"?

II. Handling Vicious, Injured or Sick Animals.

A police officer should have knowledge of the proper disposition of sick, injured, diseased or rabid animals. He is often the first to be asked to handle this type of problem. Departmental policy concerning these animals varies from agency to agency. Below are a few general provisions for handling such animals.

A. General Provisions.

1. If the animal poses no immediate threat to persons, property, or its own well-being, contact those agencies which specifically handle animals.
 - a. Animal Control
 - b. Health Department
 - c. Wildlife Rehabilitator
 - d. Local Animal Shelter/Humane Society (if contracted for Animal Control Services).
 - e. Conservation Officer

- (1) if Animal Control can't be reached
 - (2) if animal is wild and non domesticated
- 2. If the animal does present an immediate threat, try to isolate the animal until a representative from the proper department arrives.
 - a. Upon arrival and verification, notify Animal Control immediately.
 - b. Don't get bitten and don't let anyone else get bitten.
- 3. If all possible alternatives have been exhausted and a decision is reached to destroy the animal, several factors should be taken into account.
 - a. Is the animal domestic or wild?
 - b. Is it owned? Owned animals are personal property. — (Liability!)
 - c. Your and the public's safety
 - d. Is it a rabies specimen candidate?
 - (1) Preserve brain
 - (2) Did it bite anyone
 - e. Public sentiment
- 4. Safety of the Public.
 - a. Keep animal from injuring people.
 - b. No one should touch a wild animal.
 - c. Don't let anyone but the owner(s) touch a domestic animal. Advise them of danger
 - d. Confine animal if possible.
- 5. If necessary, observe from distance and keep in sight until proper agency arrives.

Lecture/Discussion

Discuss the types of domestic and wild animals. Define both

Domestic

Dogs
Cats
Livestock

Wild

Raccoons	Fox	Beaver
Skunks	Groundhogs	Bear
Squirrels	Opossums	Otter
Bats	Deer	Muskrat

B. Never Assume.

Anything is possible when dealing with animals.

1. Respond
2. Observe
3. Act

C. Symptoms.

Describe symptoms which would indicate an animal is sick, injured, or demonstrating vicious behavior.

1. Sick
 - a. Obviously does not look well
 - b. Crusted eyes
 - c. Drooling
 - d. Lethargic
 - e. Insect infected
2. Injured
 - a. Broken limbs/bones
 - b. Open wounds
 - c. Bleeding
3. Vicious behavior

- a. Aggressive
 - (1) snarling
 - (2) growling
 - (3) attacking
- b. Menacing behavior
 - (1) charging
- c. Bites take place

D. Procedures.

Outline the step-by-step procedures for handling or disposing vicious, sick, or injured animals.

Research Assignment

Ask the trainee to identify his local agency's policies concerning the disposition of vicious, injured, or sick animals.

III. Vicious Animals.

A. Initial Responsibility of Police Officer.

- 1. Don't get bitten.
- 2. Don't let anyone else get bitten.
 - a. Keep people away from the animal.
- 3. Locate owner if animal is a domestic.
- 4. Try to confine the animal.
- 5. Use extreme caution against personal injury.

Reference. *N.J.S.A.* Title 23 for laws relating to fish, game, wild birds, and animals.

B. Subsequent Responsibilities.

- 1. Call Animal Control immediately.
- 2. Get expert handlers to the scene as soon as possible.

3. Be prepared to destroy the animal in the event the officer is unable to prevent the animal from becoming a threat to public safety.

Reference. U. S. Department of Agriculture, Title 9, Animals and Animal Products
Subchapter A — Animal Welfare Publication.

IV. Injured Animals.

A. Injury of a minor nature to a small animal.

1. The police officer should first determine if the animal requires medical attention.
 - a. Assess injuries.
 - b. Determine options.
 - c. Is animal domestic?
 - (1) Call Animal Control Officer
 - (2) locate owner
 - (3) if department policy requires transport to local veterinarian
 - d. Is animal wild?
 - (1) Call Animal Control Officer
 - (2) call Conservation Officer
 - (3) be aware of excessive noise or unnecessary stimulation
 - (4) contact local wildlife rehabilitator
 - (5) contact local Animal Shelter/Humane society
2. The police officer should know the proper agency provisions for getting the animal to the proper facility or agent.
 - a. Call Animal Control.
 - (1) Inquire what their policies are.
 - b. Look for owner if animal is domestic.
 - c. If you must transport animal, remember which end bites.
 - (1) Use rabies control pole.
 - (2) Wear gloves.
 - (3) Don't cause more damage.
 - (4) Cover head and eyes with towel (not over nose).
 - (5) Separate in box, crate or away from officer while in transport.

B. Major injury to a small animal.

1. Identify specie of animal.
2. Refer to proper agency for treatment.
 - a. **Notify Animal Control.**
 - b. Domestic animal, notify owner.
 - (1) Notify Animal Control if owner needs assistance.
 - (2) **NEVER destroy dog/cat, even with owner's permission.**
Arrange transport to veterinarian
 - c. Wild animal, consider destruction if mortally wounded.
 - (1) Be aware of public safety
 - (2) Be aware of public sentiment
 - d. Transport safely to local veterinarian for medical attention.
 - e. Always keep the humane treatment of animals in mind.
 - f. Be aware of public sentiment.

C. Minor injury to a large animal.

1. Identify specie of animal.
2. Refer to proper agency for advise/response.
 - a. Notify Animal Control.
 - b. Domestic animal, notify owner.
 - (1) Notify Animal Control if owner needs assistance.
 - c. Wild Animal.
 - (1) Notify Animal Control.
 - (2) Use caution when dealing with large injured animals.
 - (a) Do not restrain large wildlife
 - (b) Keep in sight
 - (3) Let proper agency deal with it.

D. Major injury to a large animal.

1. Identify specie of animal.
2. Refer to proper agency for advice/response.
3. Notify Animal Control.
4. Domestic Animal- notify owner.
 - a. Domestic animals are owned property.
 - b. Have owner sign release if destruction is requested in the case of horse, cow or other livestock.
5. Wild Animal.
 - a. Poses as safety issue.
 - b. Mortally wounded/injured large animals can hurt you.
 - c. Notify Animal Control.
 - d. Notify Conservation Officer.

- e. Keep public away from animal.
- f. With advice from proper agency, consider destruction.
 - (1) Officer/public safety

Performance Objective 10.18.2

The trainee will identify those local agencies which will provide assistance in treating domesticated and non-domesticated animals that are sick or injured and disposing of dead animals.

I. Groups to Contact for Assistance in Removing Animals from a Location.**A. Local Agencies.**

1. Animal Control.
 - a. Every municipality shall appoint an Animal Control Officer *N.J.S.A. 4:19-5.16.b.*
2. Animal Cruelty Investigator.
 - a. Animal abuse, cruelty, neglect.
 - b. *N.J.S.A. 4:19-15.16C et seq.* A municipality may appoint their Animal Control Officer as an Animal Cruelty Investigator.
3. Local Health Department.
4. District State Conservation Officer.
 - a. Wildlife only.
5. U.S. Fish/Wildlife Agent.
 - a. On federal property only.
6. Local Animal Shelter/Humane Society, if contract exists to do so. Follow agency policy.

Distribute Handout 2

Performance Objective 10.18.3

The trainee will explain his/her agency's procedures for handling and processing animal bite cases.

I. Animal Bite Cases.**A. Basic Procedures in Handling Bite Cases.**

1. Don't get bitten.
 - a. Don't let anyone else get bitten.
2. Determine the specie of animal involved.
3. Always locate and secure animal; if possible, keep animal involved in sight.
4. Notify Animal Control immediately.
 - a. Animal control is the health officer's agent.
5. Recommend medical attention to victim.
 - a. Dispatch first aid.
 - b. Transport victim.
6. Notify Health Officer having jurisdiction.
 - a. Through Animal Control.
 - (1) Usually their agent
 - b. Through other designated channels.
7. Be familiar with New Jersey Statutes relating to animal exposures, bites and quarantines. (*N.J.S.A. 26:4-78-26:4-86*)

Distribute Handout 3

B. Handling Bite Cases: Domestic Animals.

1. Notify Animal Control.
2. Locate owner.
3. Secure animal, if possible.
4. Keep animal in sight.
5. Domestic animals must be quarantined, *N.J.S.A. 26:4-82*.
6. Document all information.
 - a. Owner's information, if known.
 - b. Victim's information.
 - c. Animal description.
 - (1) Rabies vaccination
 - (a) Date expires
 - (b) Veterinarian
 - d. How did bite occur.
 - e. Where did bite occur.

C. Handling Bite Cases: Wild Animals.

1. Notify Animal Control.
2. Confine animal if possible.
3. Keep animal in sight.
4. Wild animal **MUST** Always be Tested for RABIES.
 - a. Destruction of animal may be necessary if it cannot be confined or kept in sight until Animal Control responds.
 - b. Never destroy head or brain.
 - c. Always shoot in chest or body.

- (1) Only as a last resort
 - (2) Safety, safety, safety
5. Document all information.
 - a. Location of animal; description/specie.
 - b. Victim's information.
 - c. How did bite occur; circumstances leading to bite.
 - d. Where did bite occur.
6. Always recommend Medical Treatment.

Lecture/Discussion

Discuss the various types of animal bite cases a police officer is likely to encounter.

Define Animal Bite: any puncture, abrasion, or scratch caused by contact between an animal's tooth (domestic or wild) and the top epidermal layer of skin on a human or animal.

Research Assignment

Ask the trainee to research the local agency's procedures for handling and processing animal bite cases.

Distribute Handout 4

D. Handling Bite Cases: Rabies.

1. Rabies is a virus which can infect all warm blooded mammals including humans. The rabies virus is found in the saliva of a rabid animal and is transmitted by a bite or possibly by contamination of an open cut or wound.
 - a. Bats, raccoons, skunks, groundhogs, foxes, cats and dogs represent 95% of Animals diagnosed with rabies in the United States.
 - b. Domestic farm animals and wild animals may also become infected.
 - c. **RABID ANIMALS are USUALLY EITHER VERY VICIOUS and AGGRESSIVE (furious rabies) or act STUPOROUS, LETHARGIC, or PARTIALLY PARALYZED (dumb rabies).**

2. Symptoms of rabies.
 - a. Aggressive.
 - b. Lethargic.
 - (1) Laying on the ground/appears dead
 - c. Often appears wet.
 - d. Sometimes vocal.
 - e. Salivating or frothing around the mouth and nose.
 - f. Wobbly gait.
 - (1) Stumbling
 - (2) Falling
 - g. Difficulty breathing.
 - h. Stumbling blindly.

Performance Objective 10.18.4

The trainee will identify his/her agency's policy for handling situations where a non-domesticated animal enters a residential area.

I. Non-Domesticated Animals in Residential Area.

The trainee will explain in class his or her agency's policy for handling situations where a non-domestic animal enters a residential area including:

A. Agency Resources. A police officer should have knowledge of which agency is responsible to handle or respond to small non-domesticated wild animals in a residential area. (Examples; raccoons, fox, skunk, opossum, etc)

1. Healthy animals.
 - a. Outside home or building call:
 - (1) Animal Control
 - (2) Nuisance Wildlife Removal Co.
 - (3) Wildlife rehabilitator
 - (4) NJ Fish, Game, Wildlife
 - b. Inside home or building:
 - (1) Call Animal Control for response
 - (2) Assist homeowner in opening doors and windows to allow egress.
Don't chase animal, but encourage or direct to exit
 - (3) Wildlife rehabilitator
 - (4) Nuisance wildlife removal company.
2. Sick, rabid, injured, or diseased animals.
 - a. Call Animal Control immediately.
 - b. Keep people away from animal.
 - c. Destruction of animal should be considered.
 - d. Safety first.

II. Large Non-Domesticated Wild Animals in Residential Areas.

A. Agency Resources. A police officer should have knowledge of which agency to call when a large non-domesticated wild animal enters a residential area. (Examples; deer, bear)

B. New Jersey Division of Fish, Game and Wildlife.

All large non-domesticated wild animals are protected by State statute. The Division of Fish, Game and Wildlife is the agency which formulates pertinent regulations.

C. Procedures.

1. Limited action should be taken without specific communications with the Division of Fish, Game and Wildlife.
2. Healthy animals.
 - a. Does animal pose danger?
 - (1) Protect self and public
 - (2) Notify Animal Control
 - (3) Notify Fish, Game, Wildlife.
 - b. Property Damage.
 - (1) Notify Animal Control.
 - (2) Refer to Fish, Game, Wildlife.
3. Sick rabid, injured, or diseased animal.
 - a. Call Animal Control immediately.
 - b. Notify/confer with Fish, Game, Wildlife.
 - c. Protect self and public.
 - d. If danger persists:
 - (1) Consider destruction of animal
 - (2) Safety first.

Distribute Handout #4

III. Non-Game and Exotic Animals in a Residential Area.

A. Agency policy.

The trainee will explain in class their agency's policy for dealing with situations which pertain to non-game and exotic wildlife.

1. Stray, loose in wild.
 - a. Call Animal Control.
 - b. Notify Fish, Game, Wildlife.
2. When possessed.
 - a. Notify Animal Control
 - b. Ask for permits
 - c. Take all personal information
 - d. Notify Fish, Game, Wildlife

B. Animals Considered.

A police officer should have knowledge and be aware of what animals and species of reptiles are considered non-game, or exotic. Species of these types are strictly regulated by State statute and a permit is required for their possession. *N.J.S.A.23:4-28* and *N.J.A.C. 7:25-4.3*.

HANDOUTS
UNIT 10.18

HANDLING ANIMALS

HANDOUT 1

DEFINITIONS

"ABUSE" - means to injure by maltreatment. To improperly handle, control, or transport. Physical maltreatment. Wrongly or incorrectly treat. To cause pain or suffering. To harass, annoy, or pester.

"ANIMAL BITE" - any puncture, abrasion, or scratch caused by contact between an animal's tooth (domestic or wild) and the top epidermal layer of skin on a human or animal.

"ANIMAL CONTROL OFFICER" - required by *N.J.S.A. 4:19-15.16B* to be appointed by each municipality. Responsibilities include: enforcement of laws that affect animal control and animal welfare. Knowledge of law as it affects animal cruelty. Knowledge of animal behavior and the handling of stray, sick, diseased and aggressive animals. Community safety as it relates to animal control.

"ANIMAL CRUELTY INVESTIGATOR" - as appointed by a municipality, *N.J.S.A. 4:19-15.16B* may enforce laws enacted for the protection of all animals including animal control, animal welfare, and animal cruelty, by the state and local ordinances. Investigate, sign complaints, act by virtue of the officer's appointment for the detection, apprehension, and arrest of offender against the animal, animal welfare, and animal cruelty laws of the state and ordinances of the municipality *N.J.S.A. B4:19-15.16C a-c*.

"ANIMAL CRUELTY STATUTES OF NEW JERSEY" - pursuant to and as related in *N.J.S.A. Title 4 Chapter 22*, covers all New Jersey State statutes pertaining to animal cruelty. In particular be aware of 4:22-25.1, 4:22-26, 4:22-44, 4:22-47.

"ANIMAL POUND" - pursuant to *N.J.S.A. 4:19-15.1*, shall mean an establishment for the confinement of dogs and cats seized under the provision of *N.J.S.A. 4:19-15.16*.

"ANIMAL SHELTER" - pursuant to *N.J.S.A. 4:19-15.14*, shall mean any establishment where dogs are received, housed or distributed.

"ANIMAL WELFARE ACT" 7 *U.S.C.*, 2131-2156, as cited by congress, enacted to regulate the transportation, purchase, sale, housing, care, handling and treatment of animals by carriers or organizations engaged in research, exhibition, or sale as pets or for any such purpose.

"CRUELTY" - means to cause extreme physical pain or suffering, to torture or torment, beat or strike repeatedly, unnecessarily or needlessly kill, cause mental anguish, to knowingly fail to provide food or water or proper and adequate shelter, or cause harm or injury.

"DOMESTIC ANIMAL" - dogs, cats, also includes, but not limited to, livestock, cattle, horses,

pigs, goats, rabbits, chickens, turkeys, or swine.

"HEALTH OFFICER" - pursuant to *N.J.S.A. A.26:1A-50* is the chief public health official in each jurisdiction as established by the Commissioner and is responsible for all communicable diseases including, but not limited to, rabies.

"N.J.S.A. TITLE 4 - AGRICULTURE AND DOMESTIC ANIMALS" - that section of state statutes which pertain to domestic animals.

"HUMANE SOCIETY" - a generic term, often a private entity, often owned and operated as a business for animal-related services such as an animal pound, animal shelter, spay/neuter clinic, etc. May indicate one of many different 501 C3 non-profit organizations.

"NEGLECT" - means to fail to care for, deprive of necessary sustenance, medical care, proper sanitary and housing conditions. Fail to provide adequate and sufficient water, food, and protection from the weather and its elements.

"N.J.S.A. TITLE 23 - DEPARTMENT OF FISH, GAME, WILDLIFE" - that section of state statutes which pertain to wildlife, other than domestic animals, such as raccoons, skunks, bats, waterfowl, deer, bear, beaver, otter, woodchuck, etc. This section includes exotic and non-game species.

"OWNER" - when applied to the proprietorship of a dog, cat or other animal, shall include every person over eighteen (18) years of age having a right of property in such dog, cat, or other animal and every person over eighteen (18) years of age which has such dog, cat, or other animal in his or her keeping for a period of then ten (10) days or longer.

"RABIES" - a virus transmitted by an infected warm-blooded mammal, most always fatal, when exposed or bitten and untreated.

"S.P.C.A." - pursuant to and as reflected in *N.J.S.A. 4:22*

"WILD ANIMALS" - all those covered in *N.J.S.A. TITLE 23*, and other than domestic animals, referred to as wildlife, such as raccoons, skunks, bats, deer, bear, beaver, otter, woodchuck, etc.

HANDLING ANIMALS

HANDOUT 2

N.J.P.O. 10.18.2

CARE IN TRANSIT

1. It shall be the responsibility of the attendant or driver to inspect the animals frequently enough to assure the health and comfort of the animals.
2. In the event of a breakdown or delay of the vehicle, it is the responsibility of the animal caretaker or vehicle operator to assure that animals get adequate ventilation and protection from fumes, vehicle exhaust, extremes in temperature and that the animals are not subjected to undue discomfort.
3. In an emergency concerning the health and welfare of the animals, adequate veterinary care shall be provided without delay.

Source: U.S. Department of Agriculture, Title 9, "Care in Transit."

HANDLING ANIMALS

HANDOUT 3

N.J.P.O. 10.18.3

ARTICLE 3. PERSONAL INJURIES

N.J.S.A. 4:19-16 Liability of owner regardless of viciousness of dog.

The owner of any dog which shall bite a person while such person is on or in a public place, or lawfully on or in a private place, including the property of the owner of the dog, shall be liable for such damages as may be suffered by the person bitten, regardless of the former viciousness of such dog or the owner's knowledge of such viciousness.

For the purpose of this section, a person is lawfully upon the private property of such owner when he is on the property in the performance of any duty imposed upon him by the laws of this state or the laws or postal regulations of the United States or when he is on such property upon the invitation, express or implied, of the owner thereof.

HANDLING ANIMALS

HANDOUT 4

NEW JERSEY DEPARTMENT OF HEALTH

RECOMMENDED POLICE PROCEDURES FOR SAFE

HANDLING OF SUSPECT RABID ANIMALS

The New Jersey State Health Department feels that it is important for police departments to implement a plan for the handling of calls related to rabid animal attacks and potential threats. If the proper precautions are taken, the risk to police officers will be minimized. The following guidelines were developed by the State Department of Health with input from local health professionals and police dispatchers and officers.

DEFINITIONS

EXPOSURE TO RABIES - a bite from a suspect rabid animal where the teeth break the skin or any scratch, abrasion, open wound (one that has been bleeding within the last 24 hours), or mucous membrane (eyes or gums) in contact with saliva or nervous tissue (brain or spinal cord) from a suspect rabid animal.

SIGNS OF RABIES - Unexplained aggression, impaired locomotion, varying degrees of paralysis, extreme depression, or viciousness. The signs of rabies vary in animals; some will display attack-like behavior while others appear sick or dazed.

SUSPECT RABID ANIMAL - (1) any bat in New Jersey. (2) raccoons, skunks groundhogs, or foxes showing signs of rabies, and (3) domestic animals such as dogs, cats, or livestock showing signs of rabies.

NOTE: Squirrels, opossums, rats, moles, mice and other wild animals are rarely infected with rabies and, therefore, should only be considered as suspect if displaying dramatic signs of rabies.

PROCEDURES FOR RESPONDING POLICE OFFICERS

A. Upon arrival at the scene, the suspect rabid animal should be kept at bay and sequestered from people and domestic animals. When the animal control officer (ACO) arrives he/she should take responsibility for securing the suspect rabid animal. If the ACO is not available and action must be taken to prevent the suspect rabid animal from escaping or attacking, the officer at the scene should do the following:

1. If humans have been bitten by a wild animal which cannot safely be secured or human exposure is imminent, the police officer should euthanize the animal. Domestic animals (dog or cat) should be euthanized only if they pose a direct and immediate threat to human life. Under the best circumstances, an animal control officer will arrive to capture or

euthanize the animal. If a firearm must be used to euthanize an animal, officers should avoid shooting the head of the animal since brain tissue is needed to conduct laboratory examination for the rabies virus. The point of aim is the shoulder area, using the smallest caliber projectile available. Glazer Safety Slugs have been recommended for this purpose.

2. Identify all persons and animal owners involved and how they may be contacted.
 3. Identify the species of all animals involved.
 4. Note the location of any visible bite wound.
 5. Note the circumstances of the exposure (i.e., what happened, was the attack provoked or unprovoked).
- B. Advise any humans bitten or exposed to wash the wound with soap and water immediately and to contact their physician for advice on medical treatment.

Advise the owner of domestic animal bitten or exposed to contact their veterinarian for advice on medical treatment of their pet.

- C. Notify the local Health Department.

NOTE: A system to contact health officials during nights, weekends, and holidays should be in place. If there are difficulties contacting the local health department, The New Jersey Poison Information and Education System (NJPIES), telephone number 1-800-962-1243, is available 24 hours per day to address questions concerning human rabies exposures.

UNIT GOAL 10.19

The trainee will be able to store or impound vehicles in an authorized manner according to agency policy.

UNIT DESCRIPTION

This unit discusses the employing agency's policies and procedures for storing and impounding vehicles. The trainee will prepare necessary reports in conformance with local agency procedures.

AGENCY TRAINING PERFORMANCE OBJECTIVE

10.19.1 The trainee will simulate the impounding of a vehicle in an authorized manner.

This will include:

- A. Following his/her agency's policy
- B. Completion of required paperwork

Performance Objective 10.19.1

The trainee will simulate the impounding of a vehicle in an authorized manner.

This will include:

- A. Following his/her agency's policy
- B. Completion of required paperwork

I. Agency policy and procedures concerning impoundment of vehicle.

The specific agency policies and procedures relating to vehicle impoundment must be covered. This information should include answers to the following questions.

- A. When is impoundment authorized?**
- B. What are the agency procedures for conducting an impoundment?**
- C. What are the agency procedures for conducting an inventory of the contents of a vehicle?**
- D. What forms are required for the inventory?**
- E. What contents of a vehicle may be subject to the inventory process?**

Reference: Instructional Unit 5.6 Search and Seizure

Note: Explain and discuss agency procedures for impounding vehicles. Identify conditions under which vehicles can be impounded.

Practical Exercise:

Have trainee describe the steps in impounding a vehicle. Have trainee complete required forms. Explain agency procedures for conducting an inventory. Have trainee complete required inventory forms. (The subject of vehicle impound and inventory is covered from a legal perspective at the police academy.)

II. Agency Policy and Procedures Concerning Vehicle Storage.

The specific agency policies and procedures relating to vehicle storage should be covered. The information should include:

- A. Under what circumstances can a citizen's vehicle be stored?**
- B. What are the agency procedures for vehicle storage?**
- C. Where are vehicles stored?**

D. When can stored vehicles be released?

E. What are the agency procedures for releasing stored vehicles?

Note:

Explain and discuss agency procedures for storing vehicles.

Identify conditions under which vehicles can be stored.

Have trainee describe steps in arranging storage in accordance with agency policy. Have trainee complete required forms.

UNIT GOAL 10.21

The trainee will know those responsibilities and actions required of an officer at the scene of a disaster, accident, or at a bomb scene.

UNIT DESCRIPTION

This unit examines responsibilities of a police officer at natural disasters and acts of terrorism. These incidents include floods, aircraft crashes, structural collapses or explosions and other unusual occurrences. It describes the procedures to be followed by the first police unit to arrive at the scene.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 10.21.3 The trainee will identify additional specific responsibilities and considerations unique to handling accidents involving hazardous materials or weapons of mass destruction.

F. Agency Training

- 10.21.4 The trainee will identify his/her agency's procedures for a police officer when confronted with unusual occurrences.

These occurrences will include.

- A. Electrical wires down
- B. Malfunctioning traffic signals
- C. Hazardous road conditions
- D. Damage to fire hydrants
- E. Gas leaks
- F. Other local possibilities

- 10.21.5 The trainee will identify the tactical considerations of the police officer on arrival at the scene of a suspected or actual explosive device.

These considerations will include:

- A. Agency policy

Performance Objective 10.21.3

The trainee will identify additional specific responsibilities and considerations unique to handling accidents involving hazardous materials or weapons of mass destruction.

G. Agency policy.

I. Agency Policy.

Insure that all material relating to the agency policy on the following areas are presented:

A. Coordination with supervisor and appropriate agencies.

B. Evacuation and isolation procedures.

C. All other agency policies on handling situation involving hazardous materials and weapons of mass destruction.

Performance Objective 10.21.4

The trainee will identify his/her agency's procedures for a police officer when confronted with unusual occurrences.

These occurrences will include.

- A. Electrical wires down
- B. Malfunctioning traffic signals
- C. Hazardous road conditions
- D. Damage to fire hydrants
- E. Gas leaks
- F. Other local possibilities

I. General Methods for Handling Unusual Occurrences.

Unusual occurrence calls frequently require response from one or more agencies other than the police department. Although the local police agency may assume a secondary role in resolving these problems, the identification, notification, containment of the area, traffic control, and emergency rescue assistance are usually the responsibility of the responding police officer.

Lecture/Discussion

1. Enumerate several examples of unusual occurrences which police officers may be called to handle.
2. Elicit additional examples of unusual occurrences from the students.
3. Discuss effective and safe methods for handling each situation to conform with local agency policy.

Research Assignment

Have the student identify local agency's procedures for handling unusual occurrences.

II. Types of Unusual Occurrences.**A. Electrical or Telephone Wires Down.**

1. The electric line that is out may be providing electricity for a kidney machine or an emergency surgery, as well as for hundreds of homes and apartments.
 - a. Locate the wire that is down or the place where the cable has been cut and notify the power company immediately. Ask the power company for instructions on what to do to keep the wires under control and to prevent

serious injury.

- b. While waiting for the arrival of the repair crews, keep curious onlookers away and protect the area.
2. Telephone repair crews should be notified as soon as the broken telephone line or cable is discovered. Many emergency services depend on the telephone as their only means of communication and cannot function effectively without it.

B. Malfunctioning Traffic Signals and Other Controls.

There is a purpose for various traffic control devices. Allowing any one to remain in a state of disrepair, or to be missing altogether, could result in traffic congestion or a serious traffic accident. Some signs lose their painted surface or their reflective quality. They may become illegible because of overhanging tree branches or shrubbery. If there is a need for them where they are, the traffic control devices should be functioning fully.

1. Notify the dispatcher and provide the following information:
 - a. Specific location
 - b. Specify the problem (burned out light, delay in phase, defaced sign, etc.)
2. Implement manual direction of traffic and attempt to maintain as normal a traffic flow as possible.
3. If direction of traffic by an officer is not needed, placing signal on flash may suffice.
4. If additional personnel are needed, request some, but refrain from having too many officers directing traffic.
5. Report location and pole I.D. number of all street lights out or damaged.
6. Be guided by department policy.

C. Hazardous Road Conditions.

1. Defective streets.
 - a. Holes and broken places in concrete or asphalt may not be readily visible to the drivers who use the streets.
 - b. Any defects in these surfaces should be reported as quickly as possible to the street department so that they may be repaired.

- c. Barricades or lights should be positioned where necessary to alert drivers to hazardous defects in road surface.
- 2. Road hazards due to weather.
 - a. Roads may become slippery, flooded, or washed out as a result of rain or snow conditions.
 - b. Take appropriate measures to direct traffic, reroute vehicles, or evacuate residents, where necessary.
- 3. Notification of appropriate assisting agency.
 - a. Determine which agency has jurisdiction in handling hazardous conditions.
 - b. Either private construction company or public utility may be involved and should be notified, where necessary.

D. Damage to Fire Hydrants or Water Mains.

- 1. Broken water mains or fire hydrants create two dangerous conditions.
 - a. Sudden drop in water pressure in area,
 - b. Extensive soil erosion, particularly on hillside.
- 2. Notify fire department and water company.
- 3. Reroute traffic for both motor vehicles and pedestrians.

E. Gas Leaks.

Domestic natural gas has odor-producing gas added and is easy to detect if present in any quantity. The natural gas itself is odorless and may not be detected as easily, but lines extended within populated areas usually have the easily-detected odor.

- 1. Locate the source and extent of the leak.
- 2. Notify the gas company and ask for any special instructions they may wish to give pending the arrival of their repair crews.
- 3. Evacuate persons from the vicinity of the broken line.
- 4. Instruct people to turn off all fires or flames, to refrain from smoking, and to avoid

doing anything that might cause a spark, including turning electric switches off or on.

5. Provide maximum ventilation in situations in which gas leak seems to be inside a building or confined space

F. Fire Scenes.

When responding to a fire, the police responsibility is the same as at any other location where crowds of people congregate: vehicle and pedestrian traffic and crowd control.

1. Divert traffic away from the scene to prevent any further damage or injuries.
2. Keep the streets open to allow for the ingress and egress of fire vehicles, ambulances, and any other vehicles and equipment required by the fire department.
3. Contact the ranking fire department officer to determine if there is any need for police assistance in rescue operations or any security matters involving fire equipment of valuable property at the scene.

G. Other Local Possibilities.

1. Situations occurring in areas where special hazards exist, such as farming areas, ocean or seaside neighborhoods, vacation spots, or places where gambling is legal.
2. Natural disasters may be anticipated in certain areas because of weather and geological vagaries. Heavy rains or snowfalls bring their own devastating effects in the form of floods or blizzards.
 - a. Tornadoes, hurricanes, etc. may occur.
 - b. Other disasters characteristic of specific locales may take their toll in lives and property.
3. In addition to natural disasters which may be anticipated because of known natural phenomena, there are many other occurrences that should be included.
 - a. Train or ship wreck
 - b. Aircraft crash
 - c. Accidental or caused explosions
 - d. Broken tanks leaking poisonous gases

- e. Forest or grass fires caused by humans
- f. A cracked reservoir resulting in flooding
- g. Any other situation calling for major emergency services far beyond the extent of those emergencies handled on a regular basis.

Lecture/Discussion

Discuss the various hazards that may occur in local areas where special situations exist.

Ask the student to list those situations which are likely to occur in his/her area.

Performance Objective 10.21.5

The trainee will identify the tactical considerations of the police officer on arrival at the scene of a suspected or actual explosive device.

These considerations will include:

A. Agency policy

I. Tactical Considerations at Scene of Suspected of Actual Explosive Device.**Research Assignment**

1. Have trainee identify local agency's policy relative to handling bomb threats.
2. Have trainee identify agency's policy relative to actual bomb situations.

UNIT GOAL 10.25

The trainee will possess the ability to deal effectively with members of the news media in such a way as to benefit both his/her agency and the community it serves.

UNIT DESCRIPTION

This unit examines the relationship between the news media and the police, and the rights and responsibilities of both in the dissemination of information when a news worthy event occurs. It describes agency news release procedures, explains federal and state laws on free press, and identifies information which could be prejudicial to an individual if released to news media. The officer will be able to recognize official press credentials and explain police procedures regarding admittance of news media personnel across police lines.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 10.25.1 The trainee will describe his/her agency's procedures for releasing information to the media.
- 10.25.2 The trainee will identify his/her agency's policies as to who may release information to the news media.
- 10.25.3 The trainee will recognize and identify those authorized press credentials honored by his/her agency.
- 10.25.4 The trainee will identify and explain law and agency policy that pertains to the admission of news media representatives into areas otherwise closed to the public.

Performance Objective 10.25.1

The trainee will describe his/her agency's procedures for releasing information to the media.

I. The Distribution of Information to the News Media.

A well-informed public is essential to the existence of a democratic nation. To effectively exercise his/her rights, a citizen should be aware of current events and the state of the government. A free press serves the public by supplying needed information. Crimes, its results, and the efforts to combat it are all matters of continuing public concern. Police departments are regularly involved in events at which members of the news media are properly present and performing their task of gathering information.

Research Assignment

Have trainee research his agency's procedures relative to news media.

A. Police — News Media Cooperation.

Cooperation and mutual respect best describe the relationship to be sought between the police department and the local news agency.

1. Police departments should develop a press relations policy.
2. This policy would be best coordinated by a Press Relations Officer who would be accessible to authorized representatives of the news media.
3. The actions and attitudes of every police officer, whatever his rank, establish the tone of the department's relations with the press and the public. His/her need to perform in a spirit of active cooperation cannot be overemphasized.

B. Procedures for Releasing Information to the News Media.

The day-to-day activities of a police department are of interest to the community. The police department should release information which deals with the safety and welfare of the community.

1. Press Release.
 - a. A press release consists of information released by a police department for publication by the news media. Usually it is a method of announcing future events, programs, speeches, appointments, promotions, and the like.

- b. The all-essential ingredient of a news release is news. News may be defined as anything an editor believes is interesting, timely, and consequential to his/her reading, listening, or viewing public.

2. Reporting Unusual Occurrences.

No community is immune to natural or man-made disaster and to the emergency conditions which follow.

- a. When such conditions prevail, a need arises for the immediate and accurate dissemination of information for the protection of the public at large.
- b. Warnings and official statements should be given, when appropriate, to prevent possible hysteria arising from unfounded rumor.

3. Public Information and Public Affairs.

The terms, public information and public affairs, refer to the development of long-range projects for the betterment of relations between a police department and its community. These functions are unrelated to “hard” or “live” news on a daily basis.

- a. Projects include programs in crime prevention, youth activities, spot announcements and documentary films for radio and television, preparation of an annual report, publication of a department journal, informative brochures and pamphlets and public service activities.
- b. Emphasis should be given to those areas in which existing relationship with any group or with the public as a whole needs immediate improvements.

4. Feature Articles and Programs.

When cooperation of the police press relations officer is requested for the preparation of special or feature articles for publication, each inquiry is judged on its merits, its value to the department, and to the community it serves. If approved, permission for the interviewing of police personnel and the taking of photographs within reasonable limits is customary.

C. Premature Release of Information.

Police are involved in confidential investigations which can be successful only if certain information remains classified. When a news item appears contrary to the best interests of the department, the police press relations officer is usually faced with several alternatives.

His/her immediate concern should not be with the source responsible for the releases but with the presentation of a recommended alternative to the Chief of Police.

1. When agreement has been reached upon a course of action, the premature release may be disregarded entirely, as though it had not occurred; or a denial of part or all of the information disclosed may be issued; or its accuracy completely confirmed. In the latter event, it is wise to provide valid reasons why the department regarded the information as classified.
 - a. The newspaper, radio station, or television channel newsman/newswoman should refrain from using premature information until after advising the police press relations officer that he/she has it in his possession.
 - b. Past experience with that individual assumes vast importance. If it was fair and cooperative, there is a good chance the newsperson will defer to the department's request — kill the story or hold it until the department has had reasonable time to weigh its significance and consequences.
 - c. The news media person should be furnished with sound and adequate reasons why his/her assistance to withhold release of information is sought, setting forth the damaging results that could ensue to the cause of justice, an innocent individual, the community, or the department.
 - d. Such an explanation carries no guarantee of the newsperson's assent but can do much to persuade him/her to accept the department's position or to tone down the story to less objectionable dimensions.
2. A decision to disregard the disclosure entirely may be painful but appropriate, depending upon its nature. The same applies to a partial confirmation. Should either of these courses be taken, be prepared to answer blunt questions which will come from the news media in question and from its competitors.
3. Circumstances suggest the least damaging alternative. A general rule for premature release of information is to remain thoroughly honest. A department may sustain a temporary embarrassment. Over the long run, however, honesty will reward it with the interest, respect, and support of all news media.

Performance Objective 10.25.2

The trainee will identify his/her agency's policies as to who may release information to the news media.

I. Information Releasing Policy.

When an event being investigated is of such a spectacular or unusual nature as to stimulate general community interest, the news media should be notified. It is usually the responsibility of a commanding officer or the senior officer at the scene to make such notification. However, when there is an event of major proportions, a public information officer should be assigned to release information.

Research Assignment

Have the trainees research their agency's policy regarding release of information to the news media.

A. Qualifications of a Public Information Officer.

Ideally, a public information officer should have a journalistic background. Lacking this, any officer filling the position should seek specialized professional schooling. Lack of professional training can be balanced by thorough knowledge of his/her department and police experience. The qualified officer should have the ability to recognize news value. His/her personal attitude should not color his/her contacts with the press nor should he/she allow them to distort the policy of his/her department or the facts of a case.

1. The public information officer usually performs with greater efficiency when he/she is a member of the personal staff of the Chief of Police.
2. He/she should be available at all hours to authorized representatives of news media, assisting them in solving problems of mutual concern.
3. He/she should respond to incidents of an emergency nature to assist the news media at the scene.

B. Scope and Content of Information.

The scope and content of each release of information should be determined according to the facts of each situation.

1. A description of the circumstances, which is not legally privileged, that will not jeopardize the rights of suspects or interfere with an investigation.
2. Determination of information to be released should be made by a public

information officer at the scene, after consultation with the investigating officer or other responsible authority.

C. Police News Release Policy.

The press relations policy of a police department, whatever it's size, is a statement of guiding principles. The conditions under which information is released vary greatly and policy cannot be defined for every conceivable situation. A press relations policy should be given in the police department manual. Policy should reflect the essential public service provided by the news media and encourage cooperation of police officers.

1. Policy should allow for reasonable freedom of action in unusual as well as commonplace situations.
2. It should include the obligation of the police officer to supply information of police activities to the public which will not jeopardize enforcement of the law.

D. Policy in Practice.

The news media should be able to freely record police activity. The constant scrutiny by both the news media and the community should be welcomed, as they can often be witnesses to criminal acts.

1. Accredited members of the press should be admitted to the police department's general offices to speak to a receptionist or to the desk officer.
2. They should review the daily activity log, as well as complaint and accident reports, in the conference room or the report writing areas.
3. Their questions relating to matters of policy could be directed to the Chief or a duly-authorized public information officer.
4. Questions may be directed to any member of the department who is directly involved in a specific incident.
5. The police officer designated as a public information officer should, whenever possible, make himself available to members of the press to assist them in locating reports and to answer their questions.
6. Personal rather than telephone contact with the press is encouraged. Information may be disclosed by phone following positive identification of the caller.
7. Members of the press should be welcome at the department at any hour. However, it may be advantageous to the press to maintain a regular schedule so that the public information officer will be on hand to assist in obtaining information.

8. The identity of persons arrested and the nature of the offense charged can be disclosed except for those instances involving juveniles.

Performance Objective 10.25.3

The trainee will recognize and identify those authorized press credentials honored by his/her agency.

I. Administrative Aspects Dealing with Police-Press Credentials.**Research Assignment**

Have the trainee research his agency's policy on recognizing press credentials at a crime or other police scene when press personnel request access.

The issuing of police-press credentials is an administrative function of the New Jersey State Police. It provides police agencies and media personnel with a standardized method of identifying qualified members of the news media. The program dates back to 1938 but is not covered under any New Jersey public law as being a mandatory procedure. Individuals who receive passes are not investigated by the State Police. A file is maintained at State Police Headquarters of all authorized media personnel. The State Police function is only to issue credentials.

A. Cooperating Agencies Dealing with Police-Press Credentials.

1. The Press Pass Program endorsers include:
 - a. New Jersey State Police
 - b. New Jersey State Association of Chiefs' of Police
 - c. South Jersey Chiefs' Association
2. The agency that certifies the Press Pass Program is the New Jersey Committee on Public Information.
 - a. Members of the committee are from various newspapers, radio and television stations, and professional photographers' associations.
 - b. Their function is to certify the respective individual requesting police-press credentials.

B. Procedures and Qualifications for Obtaining Police-Press Credentials.

1. Applications are received annually by the State Police from the news media listing those individuals to whom police-press cards are to be issued.

2. The requesting media should publish or operate on a regular schedule.
3. Only full-time news media personnel will be recognized and are eligible for police-press credentials.
4. Each association represented on the New Jersey Committee on Public Information is responsible for investigating the validity of applications filed for credentials.
5. Applications shall be sent to the New Jersey State Police.
 - a. State Police Public Information Bureau
P. O. Box 7068
West Trenton, New Jersey 08625
 - b. Applications shall be submitted on or before April 1 of the validation year.
 - c. A supervisor of the employee seeking the credentials shall submit the request.

C. Police-Press Credentials Regulations.

The Police-Press credentials consist of a press card and a vehicle permit. The former requires both the signature and photograph of the holder while the latter requires the name of the holder and the media the individual personnel represents.

1. New Jersey Motor Vehicle Statutes.

N.J.S.A. 39:3-36-1 and 39:3-74 apply to the use and display of police-press credentials.
2. There are no special privileges extended to holders of these credentials (parking or access to cross police lines, etc.).
3. If any employee of a news media service terminates his employment, the respective credentials held by that individual shall be returned to the New Jersey State Police Information Bureau.

D. The Nomenclature of the New Jersey State Police-Press Credentials.

Police-Press credentials issued by the New Jersey State Police consist of two forms: The News and Cameraman's Vehicle Permit and a Press Card.

1. The News and Cameraman's Vehicle Permit is a 3 x 11 cardboard form with the following wording on the obverse side.

- a. The word “Press” in large letters.
 - b. Current year of validation.
 - c. The words “News and Cameraman’s Vehicle Permit.”
 - d. The name of the individual and his employer with the editor or publisher’s signature on the reverse side.
 - e. The insignia and signature of the President of the New Jersey State Association of Chiefs’ of Police and the Superintendent of the New Jersey State Police.
 - f. On the reverse side are the conditions under which the permit is granted.
2. The Press Pass is a wallet-size card which contains the same information on the reverse side as the vehicle permit. The reverse side contains the signature and photo of the bearer. The photograph must appear for the pass to be authentic.

Performance Objective 10.25.4

The trainee will identify and explain law and agency policy that pertains to the admission of news media representatives into areas otherwise closed to the public.

I. Admission of News Media Personnel Into Restricted Areas.**Research Assignment**

Have trainee research his agency's policy and state law for admission of news media personnel into police investigation areas.

In many jurisdictions, representatives of the media are authorized by law to enter areas which have been closed to ensure safety of the public and potential victims. Officers, therefore, should be familiar with their news gathering functions at all newsworthy events and to report or photograph anything they observe when legally present at an emergency scene.

A. News Media Right to Enter Restricted Areas.

A newsman is legally present at an emergency scene when no law to the contrary exists. However, when a crime scene has been secured to preserve evidence, the police have the right and duty to deny his/her access to that area. He/she is neither impliedly nor expressly exempt from any municipal, state, or local statute.

1. When news media coverage would interfere with an official investigation or might be injurious to a victim or other person, the police officer should advise newsperson of the possible consequences of publication or broadcast. Neither he/she nor his/her fellow officers should deter a newsperson's activities as long as they remain within the law and remain behind the police lines so as not to interfere with an investigation.
2. If the situation is such that only a limited number of news media can be accommodated within the scene, issuing a special permit may be necessary.

Lecture/Discussion

Give examples of various police investigation scenes which would constitute a hazard to the public or would be considered an invasion of privacy for the victims.

Explain the differences between obvious hazards to the public and possible confrontation situations.

B. Circumstances Which Would Close an Area to News Media Personnel.

Denying news personnel access to a police investigation area should not be an arbitrary decision on the part of the responding officer. To avoid precipitation of a real or imagined

confrontation, this decision is often based on the belief that new media personnel may bring about response which may not have occurred if they had not been present at a scene.

1. Crisis situations which pose immediate danger to spectators may require restricting civilians, as well as news media personnel, from the area.
2. Unlike the obvious situations which present a hazard to life, situations involving emotionally charged incidents are more subtle in their disposition.
 - a. Immense damage can result during a civil disturbance as a result of a lack of restraint by press or police, by inaccurate reporting, by journalistic sensationalizing, by police overreaction, or by a breakdown in communication between the press and the police.
 - b. A false rumor that police had killed a black cab driver in Newark, New Jersey and an unfounded report of the killing of a seven year-old boy in Plainfield, New Jersey caused major disturbances in those cities.
 - c. Although television coverage does provide incentive to violence, police should realize that coverage can also have the opposite effect. No one, including demonstrators, wants his unlawful acts recorded on camera.
3. While a newsperson may be permitted in the area of a crime scene or a serious police incident, he/she does not have the authority to be within a crime scene or area which has been secured to preserve evidence or at any locations where his/her presence jeopardizes police operations.

C. News Media Not Exempt from Laws.

1. A newsperson's primary responsibility is to report the news by obtaining information and photographs of newsworthy incidents.
2. His opportunity to do so is frequently momentary at an emergency scene.
3. An officer sharing these circumstances with a newsperson should not unnecessarily obstruct the newsman in the performance of his/her duty; however, members of the news media are neither implied nor expressly exempt from any municipal or state statute.

UNIT GOAL 11.3

The trainee will recognize the importance of traffic stops. He/she will additionally possess the ability to perform a safe and efficient traffic stop with due regard for positive police-citizen contacts.

UNIT DESCRIPTION

This unit focuses on the procedures necessary for conducting safe and effective traffic stops. Methods of handling the various reactions of traffic violators which promote a positive police-citizen image are identified. Hazards and officer safety during a traffic stop is also included. Practice is given in properly performing a traffic stop including completing and issuing a traffic citation.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 11.3.15 The trainee will identify the appropriate procedure for notification of the dispatcher or supervisor when making a motor vehicle stop.
- 11.3.16 The trainee will demonstrate the ability to process lawful lookups on agency equipment in police vehicles, where applicable.

Performance Objective 11.3.15

The trainee will identify the appropriate procedure for notification of the dispatcher or supervisor when making a motor vehicle stop.

I. Dispatcher Notification.

The trainee will identify and describe the appropriate agency procedure for notifying the dispatcher and/or supervisor of a motor vehicle stop.

Performance Objective 11.3.16

The trainee will demonstrate the ability to process lawful lookups on agency equipment in police vehicles where applicable.

I. Lookups.

Using agency equipment the trainee will demonstrate the ability to process lookups. The trainee will also know the agency ORI number.

UNIT GOAL 11.4

The trainee will recognize his/her duties at the scene of a crash and will possess the ability to carry out these duties and protect the persons and property of those who are involved.

UNIT DESCRIPTION

This unit identifies the responsibilities of a police officer at a crash scene from the approach to final report of the incident. In simulated situations, the trainee will perform the proper procedures for handling an accident scene including: moving injured victims or disabled cars; placing and safely lighting of traffic warning devices; requesting emergency assistance; and protecting property.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 11.4.5 The trainee will safely light and extinguish the type of traffic warning device used by his/her agency.

Performance Objective 11.4.5

The trainee will safely light and extinguish the type of traffic warning device used by his/her agency.

I. Traffic warning devices.**A. Describe and demonstrate various traffic warning devices.****1. Emergency lights.**

The emergency flashing lights are kept operative during the entire crash investigation.

2. Headlights.

At night the headlights provide added illumination.

3. Reflector warning signals.**4. Road flares.**

Discuss safety precautions to consider with the presence of flammable materials and traffic flow when placing flares.

B. Demonstration.

The instructor should demonstrate the proper techniques for lighting and extinguishing various traffic warning devices.

Practice:

The trainees should practice lighting and extinguishing several different types of traffic warning devices.

UNIT GOAL 12.2

The trainee will know his/her agency's organization and chain of command pertaining to the handling of investigative responsibilities including the coordination and responsibilities of overlapping jurisdictions.

UNIT DESCRIPTION

This unit provides the trainee with information regarding the organization and procedures usually followed in small and large police agencies for handling and delegating investigative responsibilities.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 12.2.1 The trainee will identify the organization and delegation of investigative responsibilities within his/her agency.

Performance Objective 12.2.1

The trainee will identify the organization and delegation of investigative responsibilities within his/her agency.

I. Organization of Agency.

A. Investigative unit, if any.

B. Chain of command in the investigative unit.

Discussion

Discuss and/or illustrate with organization chart.

If police officer is delegated investigative duties, to whom does he report?

II. Duties of Responding Officer at the Scene of a Crime.

A. Securing and preserving scene.

B. Notifications.

C. Other duties.

1. Evidence collection
2. Preliminary investigation

III. Agency Policy and Procedures.**Note.**

Explain investigative duties assigned by agency and make clear the extent of police officer participation in the various aspects of an investigation. (This will vary, depending on agency size, policy, etc.)

UNIT GOAL 12.4

The trainee will possess the knowledge and skill needed to mark and/or tag items of evidence in a manner which ensures future in-court identification.

UNIT DESCRIPTION

This unit provides the information and procedures necessary to mark or package and tag items of evidence in a manner that will insure their future in-court identification. Requirements for handling specific materials such as soil, liquids, firearms, minute items, clothing, and restricted substances are also covered.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 12.4.2 The trainee will identify the proper procedure consistent with agency policy for the handling of explosives.

Performance Objective 12.4.2

The trainee will identify the proper procedure consistent with agency policy for the handling of explosives.

I. Agency Policy on Explosives.

Have trainees identify agency policy and explain.

UNIT GOAL 12.5

The trainee will possess the ability to preserve an item of evidence in such a way as to ensure that the evidence is received by an examining authority or court in the approximate condition in which it was found.

UNIT DESCRIPTION

This unit covers the special treatment, storage and transmission of evidence found at a crime scene, in addition to explaining the "chain of custody" and the proper completion of agency forms to insure the admissibility of crime scene evidence in a court of law.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 12.5.2 The trainee will explain his/her agency's rules, policies, and procedures regarding the storage of various types of evidence.
- A. Soil
 - B. Non-biological liquids
 - C. Firearms and other weapons
 - D. Minute and very large items
 - E. Clothing
 - F. Hazardous substances
 - G. Knives and other sharps
 - H. Biological materials (blood, saliva, and other body fluids)
 - I. Tools
 - J. Explosives
 - K. Drugs
 - L. Vehicles
 - M. Documents
 - N. Computers
 - O. Perishable items
 - P. Cash, jewelry and other valuable items
- 12.5.3 The trainee will explain his/her agency's policies and procedures regarding the transmission of evidence to laboratory examination facilities.
- 12.5.5 The trainee will properly complete all necessary forms utilized by his/her agency to ensure the chain of custody.

Performance Objective 12.5.2

The trainee will explain his/her agency's rules, policies, and procedures regarding the storage of various types of evidence.

These types of evidence will include:

- A. Soil
- B. Non-biological liquids
- C. Firearms and other weapons
- D. Minute and very large items
- E. Clothing
- F. Hazardous substances
- G. Knives and other sharps
- H. Biological materials (blood, saliva, and other body fluids)
- I. Tools
- J. Explosives
- K. Drugs
- L. Vehicles
- M. Documents
- N. Computers
- O. Perishable items
- P. Cash, jewelry and other valuable items

I. Storage of Evidence.

- A. Agency policies, procedures and rules.**
- B. Responsibility for evidence storage.**
- C. Depository.**
- D. Inventories and inspections.**
- E. Disposition of evidence.**

Lecture/Discussion

Explain to trainee how agency policies, procedures, and rules affect the storage of various types of evidence. The following types of evidence must be included in the instruction:

- A. Soil
- B. Non-biological liquids
- C. Firearms and other weapons
- D. Minute and very large items

- E. Clothing
- F. Hazardous substances
- G. Knives and other sharps
- H. Biological materials (blood, saliva, and other body fluids)
- I. Tools
- J. Explosives
- K. Drugs
- L. Vehicles
- M. Documents
- N. Computers
- O. Perishable items
- P. Cash, jewelry and other valuable items

Performance Objective 12.5.3

The trainee will explain his/her agency's policies and procedures regarding the transmission of evidence to laboratory examination facilities.

I. Transportation of Evidence.

A. Discuss agency policies, procedures and rules.

B. Responsibility for transportation of evidence.

C. Chain of Custody.

Remember that securing a clean chain of custody is crucial whenever evidence is handled or transported, regardless of circumstances.

Discussion

Discuss agency policies and procedures concerning the transporting of evidence to laboratory facilities:

Who is responsible?

What precautions must be taken?

Performance Objective 12.5.5

The trainee will properly complete all necessary forms utilized by his/her agency to ensure the chain of custody.

I. Required Agency Forms.

A. Importance of chain of custody.

B. Specific evidence control forms, receipts, etc.

Practical Exercise

Have trainee complete all forms used by the agency to ensure the chain of custody and provide practice in completing these forms.

UNIT GOAL 12.6

The trainee will possess the ability to prepare satisfactory crime scene notes and provide for their satisfactory disposition.

UNIT DESCRIPTION

This unit identifies the specific data which should be included in crime scene notes and provides guidelines for their disposition. Practice is given in their proper preparation and disposition.

AGENCY TRAINING PERFORMANCE OBJECTIVE

- 12.6.2 The trainee will identify his/her agency's policy and procedures pertaining to the disposition of completed crime scene notes.

Performance Objective 12.6.2

The trainee will identify his/her agency's policy and procedures pertaining to the disposition of completed crime scene notes.

I. Disposition of Crime Scene (Field) notes.

A. Use notes as basis for effective report.

B. Disposition of notes according to department policy.

Note. All notes and records that are retained are discoverable.

UNIT GOAL 12.8

The trainee will possess such knowledge and skill as to enable him/her to locate and process fingerprint evidence in a manner that will ensure its evidential value.

UNIT DESCRIPTION

This unit focuses on fingerprints and includes a description of the two types, latent and plastic. Practice is given in locating, processing, lifting, and preserving both types of prints in a manner that will ensure their admissibility in court.

AGENCY TRAINING PERFORMANCE OBJECTIVES

- 12.8.2 Given a practical exercise in which a variety of "latent" and "plastic" prints have been placed on a number of items that vary in texture and color, the trainee will handle the responsibilities commonly assigned to an officer at his/her level.

These responsibilities may include (if applicable):

- A. Locating the prints
- B. Developing the prints
- C. Preserving the prints (for identification in court)

- 12.8.3 The trainee will identify who in his/her agency is responsible for the activities identified in 12.8.2

Performance Objective 12.8.2

Given a practical exercise in which a variety of "latent" and "plastic" prints have been placed on a number of items that vary in texture and color, the trainee will handle the responsibilities commonly assigned to an officer at his/her level.

These responsibilities may include (if applicable):

- A. Locating the prints
- B. Developing the prints
- C. Preserving the prints (for identification in court)

I. Practical Exercise/Demonstration.

A. Hard, smooth, non-absorbent surfaces.

B. Smooth and absorbent surfaces.

C. Textured surfaces (to show difficulty of obtaining prints from such surfaces).

Note. Place prints and dust them to illustrate their location on:

- Can of soda
- Glass bottle
- Candle
- Piece of glass
- Piece of wood or stone (show difficulty).

Note. As always be aware of potential site contamination

Performance Objective 12.8.3

The trainee will identify who in his/her agency is responsible for the activities identified in 12.8.2

I. Agency Policy.**A. Who is responsible for:**

1. Fingerprinting.
2. The collection of fingerprints at a crime scene.
3. The retention of fingerprint data.

B. When and under what circumstances is a crime scene checked for fingerprints.